

**PUBLIC SAFETY COMMISSION
TUESDAY, OCTOBER 22, 2019
8:30 AM
CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Police Department Officer Recognition - Lifesaving Awards
- [2.](#) Fire Department - Promotion Recommendations

Approval of Minutes

- [3.](#) September 24, 2019

Alcohol Applications

- [4.](#) (1) 2019 Alcohol Application

Police Department

- [5.](#) Crime-Crash Statistics September 2019
- [6.](#) Financial September 2019
- [7.](#) Written Directive Review September 2019

Fire Department

- [8.](#) Statistical Report for September, 2019
- [9.](#) Financial Report September, 2019
- [10.](#) Reviewed SOG/SOP
- [11.](#) Revised DFD Organizational Chart

Adjournment

Certificate of

RECOGNITION



Officer Joshua Bethune

For your dedication and unselfish acts on August 22, 2019 that directly contributed to the preservation of human life. We are proud of you and your actions. You are a direct reflection of the pride we take in our profession and a great example of the selfless acts that our men and women take to help others.

October 22, 2019

Date

Chief of Police, Cliff Cason

Certificate of

RECOGNITION



Officer Benjamin Porter

For your dedication and unselfish acts on August 22, 2019 that directly contributed to the preservation of human life. We are proud of you and commend your actions. You are a direct reflection of the pride we take in our profession and a great example of the selfless acts that our men and women take to help others.

October 22, 2019

Date

Chief of Police, Cliff Cason

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



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

October 22, 2019

Chairman Bill Weaver

Public Safety Commission

Greetings,

I am making a recommendation for the promotion of FFII Casey Jones to the rank of engineer. This promotion will fill the vacancy left by reassignment of Dale Stratton to the Preventions Division. Casey has met the required pre-requisites set forth for the rank of engineer.

Casey was employed with Dalton Fire Department in January 2013. Casey has been a member of the fire service since September 2009. Since that time he has gained valuable experience and expertise in our profession, both benefitting him as well as the department. His supervisor's state that he is the type of employee that will do whatever is ask of him with exemplary results. As stated by his battalion chief in a recommendation letter to me, Casey is competent and has an expansive skill set that will benefit him in this step of his career.

I would appreciate your support in recognizing FFII Casey Jones with a promotion to the rank of engineer.

Thank you all for your consideration.

A handwritten signature in black ink that reads "Todd Pangle". The signature is written in a cursive style.

Todd Pangle
Chief

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Formal Letter of Recommendation for Promotion

October 4, 2019

Chief Pangle,

I would like to recommend FF 2 Casey Jones for promotion to the rank of Driver Operator. I have had the pleasure of working with Casey as a supervisor for the past two years.

Casey is a model employee that any supervisor would be proud to have within their ranks. He came to the department from day one with a wealth of knowledge in firefighting and life skills as well. Casey continues on a daily basis to expand his cognizance and skill set. He is as competent, at ease, and well versed with all apparatus in our fleet as he is with any task on the fire ground. He has never failed to assist anyone with any task, or solicitation posed to him. He is the definition of a true team player and legitimate family oriented man that consistently puts others before himself. I foresee and look forward to Casey moving through the ranks into a position of formal leadership.

FF Jones is a person that can function within any company on any shift consistently producing above average results. He will make an excellent Driver Operator and I look forward to working with him for many years to come.

Sincerely,
Chief Alan Ridley

A handwritten signature in black ink, appearing to read "Alan Ridley", is written over a light blue circular stamp.

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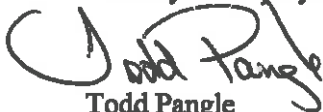
Greetings,

I am making a recommendation for the promotion of FFII Dwayne Pangle to the rank of engineer. This promotion will fill the vacancy left by the retirement of Tim Macon. Dwayne has met the required pre-requisites set forth for the rank of engineer.

Dwayne was employed with Dalton Fire Department in January 2013. Dwayne has been a member of the fire service since March 2005. Since that time he has gained valuable experience and expertise in our profession, both benefitting him as well as the department. His supervisor's state that he is the type of employee that will do whatever is ask of him with exemplary results. As stated by his battalion chief in a recommendation letter to me, Dwayne is competent and has an expansive skill set that will benefit him in this step of his career.

I would appreciate your support in recognizing FFII Dwayne Pangle with a promotion to the rank of engineer.

Thank you all for your consideration.


Todd Pangle
Chief

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Formal Letter of Recommendation for Promotion

October 4, 2019

Chief Pangle,

I would like to recommend FF2 Dwayne Pangle for promotion to the rank of Driver Operator. I have had the pleasure of working with Dwayne as a supervisor for the last six years.

Dwayne is a model employee that any supervisor would be lucky to have within their ranks. He came back to the department his second hiring with a wealth of knowledge in firefighting skills that literally spans the globe. Dwayne spent a year deployed to Iraq where one of his primary functions was working with and testing pumping apparatus. He has mechanical knowledge and ability that can be rivalled by few. Dwayne continues on a daily basis to expand his cognizance and skill set. He is competent, and at ease with any task assigned to him in the station or on the fire ground. He has never failed to assist anyone with any task, or solicitation posed to him regardless of nature. He is the definition of a true team player that consistently puts others before himself.

FF Pangle is a hard working employee that consistently produces above average results. He should have no issues fulfilling the rank of Driver Operator. I look forward to working with him for many years to come.

Sincerely,
Chief Alan Ridley

A handwritten signature in black ink, appearing to read "Alan Ridley", is written over a light gray circular stamp or watermark.

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Public Safety Commission

RE: Training Division Coordinator Keith Dempsey Captain Recognition

Greetings,

I am making a recommendation for the recognition of Training Division Coordinator Keith Dempsey with the rank of captain. The recognition of this rank is representative of the career path for his position. Keith has met the required prerequisites set forth for this recognition.

Keith has been employed with Dalton Fire Department since August 2003. Keith was reassigned to the training division as training assistant in June 2005, and promoted to Training Division Coordinator in July 2017. Since obtaining his position as Training Division Coordinator, Keith has shown his ability to lead as the head of a division, and move the training division forward as according to the vision of the department. Keith has compiled an impressive training profile. Keith has several notable accomplishments in his resume which includes a Master's Degree in Fire and Emergency Management Administration through Oklahoma State University, Executive Fire Officer Designation through National Fire Academy, and he has completed the NPQ Fire Officer IV certification. He has completed his Fire Instructor III which proves to be very valuable in the training division. Keith is also a graduate of the Flames program.

I would appreciate your support in recognizing Keith with the rank of captain.

Thank you all for your consideration.


Todd Pangle
Chief

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RE: Prevention Division Coordinator Matt Daniel Captain Recognition

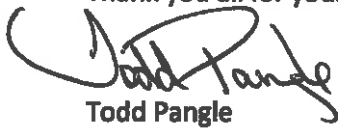
Greetings,

I am making a recommendation for the recognition of Prevention Division Coordinator Matt Daniel to the rank of captain. The recognition of this rank is representative of the career path for his position. Matt has met the required prerequisites set forth for this recognition.

Matt has been employed with Dalton Fire Department since January 2003. Matt was promoted to Preventions Division Coordinator in November 2017. Since obtaining his position as Prevention's Division Coordinator, Matt has shown his ability to lead as the head of a division, and move the prevention division forward as according to the vision of the department. Matt has a level 3 NICET (National Institute for Certification in Engineering Technologies) which compliments his abilities working in inspections. Since being promoted to lead the division, I have received several compliments concerning Matt, both internal and from the public. He has implemented a schedule of inspections, electronic inspection program, and many other procedures in the inspection division since taking it over that has proved to be very efficient and productive.

I would appreciate your support in recognizing Matt with the rank of captain.

Thank you all for your consideration



Todd Pangle
Chief

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
SEPTEMBER 24, 2019

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

AGENDA AMENDMENT

On the motion of Commissioner Mathis, second Commissioner Walker, the Public Safety Commission's Agenda was amended to add an executive session as the last agenda item. The vote was unanimous in favor.

PERSONNEL MATTERS

Police Department – Promotion Recommendations

On the motion of Commissioner Walker, second Commissioner Willis, the Commission approved the following promotions for the Dalton Police Department. The vote was unanimous in favor.

- Matthew Z. Lowery – Rank of Sergeant
- James S. Zahn – Rank of Lieutenant
- Barry D. Woods – Rank of Captain

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of August 27, 2019. On the motion of Commissioner Mathis, second Commissioner Willis, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for August 2019

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of August, 2019. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 20.72% when compared to the same month in 2018. Chief Cason further reported that during the month there were 125 non-private property crashes and stated injury crashes increased from June 2019.

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

Financial Statistics for August 2019

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of August, 2019. Chief Cason reported that the department expended 61.6% of their 2019 budget and are 6.4% under budget for the year.

On the motion of Commissioner Willis, 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.

FIRE DEPARTMENT

Monthly Statistical Report – August 2019

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

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

Fire Chief Todd Pangle presented the Financial Report for the month of August 2019 to the Commission. Chief Pangle stated the department is 3.6% under budget for the month and on track for the end of the year.

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

Standard Operating Procedures Revisions

On the motion of Commissioner Walker, second Commissioner Willis, the Commission approved the following S.O.P revisions. A copy of each policy is a part of the minutes. The vote was unanimous in favor.

- FD GP-2 – Uniform Classes
- FD FO-16 – Emergency Evacuation
- FD FO-14 – MAYDAY Procedures
- FD C-1 Recall of Off Duty Personnel

Executive Session – Personnel Matters

An Executive Session of the Public Safety Commission was called on the motion of Commissioner Mathis, second Commissioner Willis. The Commissioners adjourned into Executive Session at 9:16 a.m. to discuss personnel matters.

Adjournment – Executive Session

There being no further business to come before the Public Safety Commission in Executive Session on the motion of Commissioner Mathis, second Commissioner Willis the Commissioners adjourned out of Executive Session at 9:41 a.m., into regular session.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Willis, second Commissioner Mathis, the meeting was adjourned at 9:42 a.m.

Bill Weaver, Chairman

ATTEST:

Terry Mathis, Secretary

2019 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY OCTOBER 22, 2019
M&C MONDAY NOVEMBER 4, 2019

(1) 2019 ALCOHOL APPLICATION(S)

1. Business Owner: Jaime Barragan & Javier Barragan
d/b/a: Alondra's # 2
Applicant: Kristina Barragan
Business Address: 101 W. Walnut Ave Suite 9
Type: Pouring Beer
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019**

SUMMARY OF DATA AND CRIME STATISTICS FOR SEPTEMBER 2019

General

There were 136 Part 1 crimes reported in September 2019 versus 106 in September of 2018. The increase in Part 1 crimes can be attributed to a series of entering autos that occurred in late September. Year-to-date Part 1 crimes have decreased approximately 3.12% from 2018.

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2019	2018			2019	2018			2019	2018
	9/19	9/18	YTD	YTD	9/19	9/18	YTD	YTD	9/19	9/18	YTD	YTD
Part I Offenses												
Homicide	0	0	1	0	0	0	0	0	0	0	0	0
Rape	1	3	15	8	0	0	10	6	0	0	0	3
Robbery	3	1	5	24	3	0	6	11	3	0	6	11
Aggravated Assault	2	8	49	42	2	3	37	27	1	3	31	23
Burglary	12	3	84	102	3	2	23	26	3	1	20	21
Larceny - Theft	111	84	672	658	16	34	280	242	13	25	235	193
Motor Vehicle Theft	9	7	43	60	3	3	19	21	3	2	12	12
Arson	0	0	0	3	0	0	1	1	0	0	1	1
PART I SUBTOTAL	138	106	869	897	27	42	376	334	23	31	305	264

Part 2 Offenses	Total
Warrant Served	83
Controlled Substance Offenses	64
Battery/Assault - Non-aggravated	55
Code Violation	51
Traffic Offenses	40
Trespass of Real Property	26
Destruct/Damage/Vandalize Property	25
Alcohol Offenses	22
Public Peace Violations	21
Forgery/Fraud	20
Obstruction	19

Controlled substance offenses decreased by approximately 18.99% in September 2019 when compared to August 2019. Calls for service increased by 2.56% when compared to September 2018.

	September 2019	September 2018
Calls for Service	3,486	3,399
Traffic Crashes	104	125
Citations	839	1,006

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2015-2019
September 2019

	2015	2016	2017	2018	2019	TREND
Part I Crimes YTD	1072	1003	917	897	869	
Homicides	1	0	0	0	1	
Rape	18	16	15	8	15	
Robbery	9	18	16	24	5	
Aggravated Assault	47	57	57	42	49	
Violent Crime Totals	75	91	88	74	70	
Burglary	146	140	101	102	84	
Larceny-Theft	797	727	660	658	672	
Motor Vehicle Theft	54	39	65	60	43	
Arson	0	6	3	3	0	
Property Crime Totals	997	912	829	823	799	
Violent Crime Clearance	76%	69%	80%	59%	76%	
Property Crime Clearance	42%	37%	36%	35%	40%	
Part I Arrests	394	321	286	264	305	
Citations	8,212	10,070	9,073	10,464	9,600	
Calls for Service	31,934	33,743	30,412	31,711	33,030	
Traffic Crashes	993	1,048	1,056	1,026	1,033	

Analysis

In the year-to-date 2019 there have been 869 Part 1 crimes reported versus 897 in 2018 which shows an approximate decrease of 3.12%. There have been 49 reported aggravated assaults in 2019, which is slightly lower than the 5 year average of 50. There have been 15 reported rapes, which is higher than 2018, but is within the normal range based on previous years.

There have been 70 violent crimes reported 2019 YTD compared to 74 reported violent crimes YTD 2018. Year-to-date property crimes have shown a decrease of approximately 2.92% when compared to 2018 YTD statistics.

Based on the statistics from the previous 5 years, property crime numbers are approximately 12.39% lower than the average for year-to-date statistics in September based on the past five years. Year-to-date violent crime numbers are in the normal range based on the past five years.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019**

**DALTON POLICE DEPARTMENT
CRIME STATISTICS**

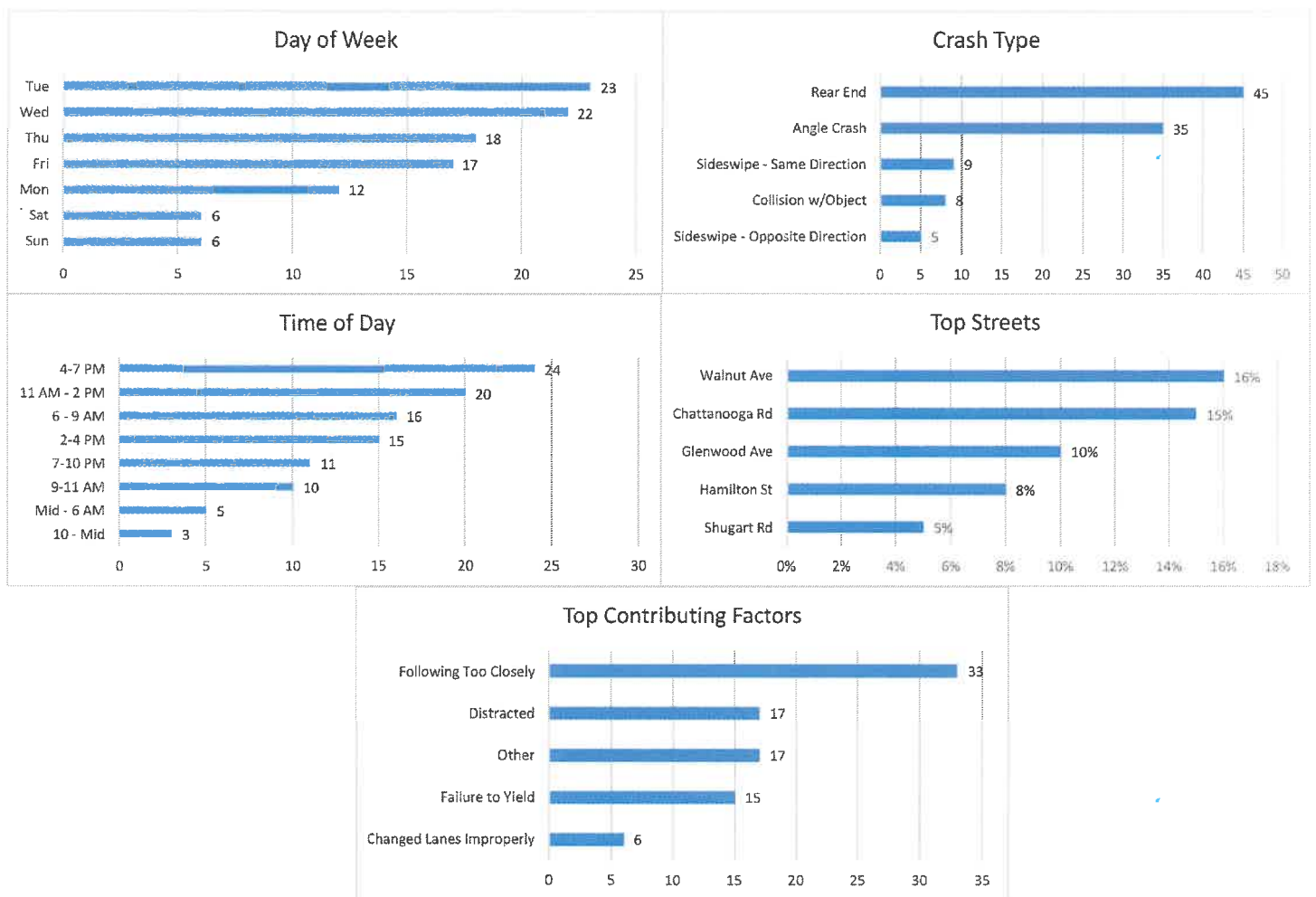
	INCIDENTS				CLEARANCES				ARRESTS			
			2019	2018			2019	2018			2019	2018
	9/19	9/18	YTD	YTD	9/19	9/18	YTD	YTD	9/19	9/18	YTD	YTD
Part I Offenses												
Homicide	0	0	1	0	0	0	0	0	0	0	0	0
Rape	1	3	15	8	0	0	10	6	0	0	0	3
Robbery	3	1	5	24	3	0	6	11	3	0	6	11
Aggravated Assault	2	8	49	42	2	3	37	27	1	3	31	23
Burglary	12	3	84	102	3	2	23	26	3	1	20	21
Larceny - Theft	111	84	672	658	16	34	280	242	13	25	235	193
Motor Vehicle Theft	9	7	43	60	3	3	19	21	3	2	12	12
Arson	0	0	0	3	0	0	1	1	0	0	1	1
PART I SUBTOTAL	138	106	869	897	27	42	376	334	23	31	305	264
Part II Offenses												
Other Assaults - not agg.	53	40	339	292	28	32	233	195	21	24	188	155
Forgery/Counterfeiting	6	13	86	86	3	4	36	46	3	2	32	38
Fraud	20	26	207	232	3	4	65	55	3	3	56	38
Embezzlement	1	4	9	18	2	0	10	9	1	0	4	7
Stolen Property	1	1	20	19	0	1	11	12	0	1	11	11
Vandalism	24	17	297	287	6	5	87	80	4	4	68	71
Weapons Violations	9	6	48	39	14	5	47	40	14	5	38	39
Commercial Sex	2	0	3	3	2	0	2	2	2	0	2	2
Other Sex Offenses	5	4	51	45	2	3	20	32	0	3	9	16
Drug Sales	11	7	72	94	16	14	95	145	16	14	94	145
Drug Possession	35	51	414	508	33	63	445	540	32	63	437	538
Gambling	0	0	1	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	3	4	41	36	1	4	24	25	1	4	23	24
Liquor Violations	8	5	63	78	8	8	54	69	8	8	53	69
Drunkenness	14	10	107	82	13	9	100	81	13	9	100	79
Other Disorderly Conduct	29	23	225	166	23	8	134	64	23	7	124	54
Curfew Violations	13	5	36	48	11	3	53	30	9	3	50	28
All Other Offenses	298	285	2427	2561	224	221	1999	1977	222	216	1948	1916
DUI	10	11	135	126	10	8	134	116	10	8	134	116
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	542	512	4581	4720	399	392	3549	3518	382	374	3371	3346
PART I AND II TOTAL	680	618	5450	5617	426	434	3925	3852	405	405	3676	3610

Crashes	2019		2018		Enforcement	2019		2018	
	9/19	9/18	YTD	YTD		9/19	9/18	YTD	YTD
Public Roadway	104	125	1,033	1,026	Citations	504	548	5,729	5,729
					Warnings	335	458	3,871	4,464
911 Calls	3,486	3,399	33,030	31,711	Totals	839	1,006	9,600	10,464

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019**

September 2019 Crash Statistics

In September 2019 there were 104 non-private property crashes reported. There was one traffic fatality in September 2019. Injury crashes and injuries increased from August 2019. Rear end and angle crashes were the most prevalent during September 2019. Following too close was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor for injury crashes. Chattanooga Rd and Walnut Ave were the roadways where the majority of the crashes occurred. In September 2019 approximately 16.35% of all crashes in the city occurred on Walnut Ave. In September 2019, Chattanooga Rd was the roadway with the most injury crashes.



104 Crashes Reported in September 2019

- There were 21 less crashes in September 2019 than there were in August 2019.
 - 29 Crashes reported in which injuries occurred.
 - That is one injury crash for every 3.59 crashes reported.
 - Multiple injuries were reported in 6 crashes.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019

- Total Injuries Reported
 - 33 injuries were reported.
 - 2 serious injury were reported.
 - 1 fatality was reported.

Top 5 Streets

- Walnut Ave
 - 17 Total Crashes
 - 16.35% of Total Crashes
 - 11.43% of Injuries Reported (4 Injuries Reported on the Roadway)

- Chattanooga Rd / N Bypass
 - 16 Total Crashes
 - 15.38% of Total Crashes
 - 14.29% of Injuries Reported (5 Injuries Reported on this Roadway)

- Glenwood Ave
 - 10 Total Crashes
 - 9.62% of Total Crashes
 - 11.43% of Injuries Reported (4 Injuries Reported on this Roadway)

- Hamilton St
 - 8 Total Crashes
 - 7.69% of Total Crashes
 - 11.43% of Injuries Reported (4 Injuries Reported on the Roadway)

- Shugart Rd
 - 5 Total Crashes
 - 4.81% of Total Crashes
 - 2.86% of Injuries Reported (1 Injuries Reported on the Roadway)

Crashes Involving DUI

- 1 Reported Crashes involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 17 Crashes Reported with Distracted or Inattentive Driver

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019

Crashes Involving Drivers Following One Another Too Closely

- 33 Crashes Reported involving Following Too Closely

Crashes by Type

- Rear End 45 / 43.27%
- Angle Crash 35 / 33.65%
- Sideswipe – Same Direction 9 / 8.65%
- Collision with Object 8 / 7.69%
- Sideswipe – Opposite Direction 5 / 4.81%

Days of the Week

- 12 crashes occurred on Mondays
- 23 crashes occurred on Tuesdays
- 22 crashes occurred on Wednesdays
- 18 crashes occurred on Thursdays
- 17 crashes occurred on Fridays
- 6 crashes occurred on Saturdays
- 6 crashes occurred on Sundays

Time of Day

- 0000- 0559-5
- 0600-0859-16
- 0900-1059-10
- 1100-1359-20
- 1400-1559-15
- 1600-1859-24
- 1900-2159-11
- 2200-2359-3

Top Contributing Factors

- Following Too Closely: 33 (31.73 % of all crashes)
- Distracted: 17 (16.35 % of all crashes)
- Other: 17 (16.35 % of all crashes)
- Failure to Yield: 15 (14.42 % of all crashes)
- Changed Lanes Improperly: 6 (5.77 % of all crashes)

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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Based on the crash data from August 2019, Selective Enforcement Details were conducted in the following areas in September 2019:

- **Walnut Ave**

There was 1 total Enforcement Detail conducted in September 2019, resulting in 11 total violations being identified.

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

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

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
OCTOBER 22, 2019

SUMMARY OF THE FINANCIAL STATISTICS FOR SEPTEMBER 2019

The police department budget is on track for FY 2019, and we have expended approximately 68.8% of our 2019 budget at 76% of the way through the budget cycle. We are currently approximately 7% under budget for the year.

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



FOR 2019 99

0010 GENERAL FUND - OPERATING

141501 PD ADMINISTRATION

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501 000010 SALARIES-REGULAR	448,140	-36,569	411,571	288,797.06	.00	122,773.94	70.2%
141501 000011 SALARIES OVERTIME	2,600	-985	1,615	1,055.04	.00	559.96	65.3%
141501 000017 RAISE POOL - GROS	13,700	-13,700	0	.00	.00	.00	.0%
141501 000020 FICA	34,470	-3,152	31,318	22,264.94	.00	9,053.06	71.1%
141501 000032 PENSION - DB PLAN	7,100	-2,426	4,674	3,574.71	.00	1,099.29	76.5%
141501 000040 HOSPITALIZATION I	181,400	3,615	185,015	132,871.47	.00	52,143.53	71.8%
141501 000045 EE LIFE & DISABIL	63,600	-11,000	52,600	29,652.23	.00	22,947.77	56.4%
141501 000046 RAISE POOL - BENE	2,575	-211	2,364	1,564.44	283.99	515.57	78.2%
141501 000050 GENERAL INSURANCE	4,630	-4,630	0	.00	.00	.00	.0%
141501 000060 WORKER COMPENSATI	104,280	1,825	106,105	106,105.30	.00	.30	100.0%
141501 000080 OFFICE EQUIPMENT	5,630	0	5,630	5,630.00	.00	.00	100.0%
141501 000110 TELEPHONE	5,000	0	5,000	301.20	.00	4,698.80	6.0%
141501 000120 TRAINING EXPENSES	45,000	0	45,000	30,131.38	.00	14,868.62	67.0%
141501 000130 VEHICLE EXPENSES	20,450	-7,000	13,450	6,468.52	.00	6,981.48	48.1%
141501 000140 COPIER RENTAL/SUP	2,000	0	2,000	155.11	.00	1,844.89	7.8%
141501 000150 PRINTING	9,000	0	9,000	4,971.57	620.00	3,408.43	62.1%
141501 000160 POSTAGE	4,000	0	4,000	2,876.97	.00	1,123.03	71.9%
141501 000360 LEGAL FEES	3,000	0	3,000	2,197.23	.00	802.77	73.2%
141501 000410 GAS & OIL	15,000	0	15,000	6,988.75	.00	8,011.25	46.6%
141501 000440 SUPPLIES	5,800	0	5,800	1,676.12	.00	4,123.88	28.9%
141501 000450 CLEANING ALLOWANC	1,700	0	1,700	368.00	.00	1,332.00	21.6%
141501 000455 CLOTHING ALLOWANC	2,400	-600	1,800	804.00	.00	996.00	44.7%
141501 001010 OFFICE SUPPLIES	1,500	0	1,500	1,500.00	.00	.00	100.0%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	135,001.01	1,400.00	20,638.99	86.9%
141501 001300 MEALS	2,000	0	2,000	.00	.00	20,000.00	.0%
141501 001410 DUES/FEES/SUBSCRI	4,400	0	4,400	2,781.94	.00	1,618.06	63.2%
141501 001665 RADIO SUBSCRIBER	22,460	-120	22,340	21,561.60	.00	778.40	96.5%
141501 001990 MISCELLANEOUS	2,000	2,000	4,000	1,902.22	.00	3,809.78	4.8%
141501 003226 CUSTODY OF PRISIO	140,000	0	140,000	84,523.66	.00	55,476.34	60.4%
TOTAL PD ADMINISTRATION	1,311,675	-72,953	1,238,722	894,247.84	2,303.99	342,170.17	72.4%



FOR 2019 99

141503 PD PATROL

	ORIGINAL APPROP	TRANSFRS/ADJUSTMETS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 000010	SALARIES-REGULAR	-1,000	3,286,945	2,279,300.55	.00	1,007,644.45	69.3%
141503 000011	SALARIES OVERTIME	3,100	74,520	61,470.94	.00	13,049.06	82.5%
141503 000017	RAISE POOL - GROS	-103,900	0	.00	.00	.00	.0%
141503 000019	REIMB - CDBG	0	0	-676.03	.00	676.03	100.0%
141503 000020	FICA	5,680	262,800	177,650.26	.00	85,149.74	67.6%
141503 000030	PENSION	1,100	127,560	75,401.07	.00	52,158.93	59.1%
141503 000032	PENSION - DR PLAN	26,080	331,215	248,743.80	.00	82,471.20	75.1%
141503 000040	HOSPITALIZATION I	0	510,910	341,060.86	.00	169,849.14	66.8%
141503 000045	HE LIFE & DISABIL	540	19,960	12,767.43	1,472.24	5,720.33	71.3%
141503 000046	RAISE POOL - BENE	-33,400	0	.00	.00	.00	.0%
141503 000060	WORKER COMPENSATI	0	51,490	51,490.00	.00	.00	100.0%
141503 000120	TRAINING EXPENSES	10,000	105,000	95,331.39	1,236.00	8,432.61	92.0%
141503 000130	VEHICLE EXPENSES	570	116,070	111,533.11	.00	4,516.89	96.1%
141503 000400	EQUIPMENT MAINT &	-3,000	9,500	3,419.72	.00	6,080.28	36.0%
141503 000410	GAS & OIL	0	173,990	90,350.25	169.74	83,470.01	52.0%
141503 000440	SUPPLIES	5,500	5,500	2,652.57	.00	2,847.43	48.2%
141503 000450	CLEANING ALLOWANC	10,000	10,000	6,866.50	-1,052.00	4,185.50	58.1%
141503 000460	UNIFORMS	0	61,000	52,150.95	.00	8,849.05	85.5%
141503 001010	OFFICE SUPPLIES	3,000	3,000	1,066.31	.00	1,933.69	35.5%
141503 001300	MEALS	2,000	2,000	.00	.00	2,000.00	100.0%
141503 001410	DUES/FEES/SUBSCRI	3,750	3,750	730.40	125.00	2,894.60	22.8%
141503 001660	COMMUNICATION BOU	2,500	2,500	.00	.00	2,500.00	100.0%
141503 001990	MISCELLANEOUS	5,000	5,000	652.17	.00	4,347.83	13.0%
141503 039980	CAPITAL OUTLAY <	0	26,420	17,689.97	.00	8,730.03	67.0%
141503 039990	CAPITAL OUTLAY	0	9,000	.00	.00	9,000.00	100.0%
TOTAL PD PATROL		-85,230	5,198,130	3,629,672.22	1,950.98	1,566,506.80	69.9%



FOR 2019 99

141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	776,290	73,919	850,209	580,987.73	.00	269,221.27	68.3%
141504 000011 SALARIES OVERTIME	32,540	1,835	34,375	13,192.95	.00	21,182.05	38.4%
141504 000017 RAISE POOL - GROS	24,500	-24,500	0	.00	.00	22,722.79	66.1%
141504 000020 FICA	61,840	5,252	67,092	44,369.21	.00	3,436.51	78.3%
141504 000032 PENSION - DB PLAN	13,025	2,841	15,866	12,429.49	.00	135,329.61	58.7%
141504 000040 HOSPITALIZATION I	321,510	6,000	327,510	192,180.39	.00	37,313.27	71.0%
141504 000045 BE LIFE & DISABIL	117,850	11,000	128,850	91,536.73	.00	1,662.18	66.7%
141504 000046 RAISE POOL - BENE	4,580	411	4,991	3,021.69	307.13	.00	0%
141504 000050 WORKER COMPENSATI	7,700	-7,700	0	.00	.00	.00	100.0%
141504 000050 TRAINING EXPENSES	12,145	0	12,145	12,145.00	.00	21,381.73	49.2%
141504 000120 VEHICLE EXPENSES	42,110	0	42,110	20,728.27	.00	4,441.23	36.6%
141504 000130 EQUIPMENT MAINT &	7,000	0	7,000	2,530.99	27.78	1,000.99	33.3%
141504 000400 GAS & OIL	1,500	0	1,500	499.01	.00	9,298.69	52.0%
141504 000410 SUPPLIES	19,390	0	19,390	10,091.31	.00	1,635.25	45.5%
141504 000440 CLEANING ALLOWANC	3,000	0	3,000	1,364.75	.00	2,219.50	44.5%
141504 000455 CLOTHING ALLOWANC	4,000	0	4,000	1,780.50	.00	5,310.00	41.0%
141504 001010 OFFICE SUPPLIES	8,400	600	9,000	3,690.00	.00	1,940.71	51.5%
141504 001300 MEALS	4,000	0	4,000	2,059.29	.00	700.00	0%
141504 001410 DUES/FEES/SUBSCRI	700	0	700	.00	.00	748.93	73.8%
141504 001650 PURCHASE EVIDENCE	2,860	0	2,860	2,111.07	.00	5,737.50	80.9%
141504 001990 MISCELLANEOUS	30,000	0	30,000	24,082.50	180.00	1,500.00	0%
141504 039980 CAPITAL OUTLAY <	1,500	0	1,500	.00	.00	4,154.34	16.9%
TOTAL PD CRIMINAL INVESTIGATION DIV	5,445	0	5,445	845.66	.00	28.14	99.5%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,506,885	69,658	1,576,543	1,025,063.40	514.91	550,964.69	65.1%

FOR 2019 99

141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	558,335	4,500	562,835	366,524.05	.00	196,310.95	65.1%
141507 000011 SALARIES OVERTIME	5,880	500	6,380	3,569.49	.00	2,810.51	55.9%
141507 000012 SALARIES-PART TIM	0	12,000	12,000	10,100.97	.00	1,899.03	84.2%
141507 000017 RAISE POOL - GROS	17,000	-17,000	0	.00	.00	.00	.0%
141507 000020 FICA	43,140	950	44,090	28,603.44	.00	15,486.56	64.9%
141507 000030 PENSION	15,040	190	15,230	6,180.44	.00	9,049.56	40.6%
141507 000032 PENSION - DB PLAN	149,840	4,370	154,210	117,536.25	.00	36,673.75	76.2%
141507 000040 HOSPITALIZATION I	97,150	0	97,150	48,597.69	.00	48,552.31	50.0%
141507 000045 EE LIFE & DISABIL	3,150	90	3,240	1,955.69	228.41	1,055.90	67.4%
141507 000046 RAISE POOL - BENE	5,600	-5,600	0	.00	.00	.00	.0%
141507 000050 WORKER COMPENSATI	8,470	0	8,470	8,465.00	.00	5.00	99.9%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	38,940.99	.00	3,059.01	92.7%
141507 000130 VEHICLE EXPENSES	2,000	0	2,000	197.90	.00	1,802.10	9.9%
141507 000130 UTILITIES	45,500	0	45,500	34,316.82	.00	11,183.18	75.4%
141507 000440 SUPPLIES	7,300	0	7,300	3,438.30	.00	3,861.70	47.1%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	1,352.09	.00	1,047.91	45.1%
141507 000455 CLOTHING ALLOWANC	600	0	600	564.00	.00	36.00	23.5%
141507 000460 UNIFORMS	4,000	0	4,000	459.00	.00	141.00	76.5%
141507 001010 OFFICE SUPPLIES	2,500	0	2,500	2,210.39	.00	289.61	55.3%
141507 001300 MEALS	500	0	500	1,923.55	.00	576.45	76.9%
141507 001410 DUES/FEES/SUBSCRI	2,100	0	2,100	1,292.14	.00	807.86	61.5%
141507 001415 CREDIT CARD & BAN	600	0	600	437.99	.00	162.01	73.0%
141507 001610 APPLICANT TESTING	6,500	2,000	8,500	6,401.35	8.25	2,090.40	75.4%
141507 001880 COMMUNITY SERVICE	12,500	0	12,500	4,282.13	315.00	7,902.87	36.8%
141507 001990 MISCELLANEOUS	1,500	0	1,500	247.43	.00	1,252.57	16.5%
141507 084725 BUILDING/GROUNDS M	109,145	-2,000	107,145	56,457.92	.00	50,687.08	52.7%
TOTAL PD SUPPORT SERVICES	1,145,750	0	1,145,750	744,055.02	551.66	401,143.32	65.0%
TOTAL GENERAL FUND - OPERATING	9,247,670	-88,525	9,159,145	6,293,038.48	5,321.54	2,860,784.98	68.8%
TOTAL EXPENSES	9,247,670	-88,525	9,159,145	6,293,038.48	5,321.54	2,860,784.98	68.8%
GRAND TOTAL	9,247,670	-88,525	9,159,145	6,293,038.48	5,321.54	2,860,784.98	68.8%

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FOR 2019 99

0210 CONFISCATED ASSETS

210001 REVENUES

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREAS	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-15,221.47	.00	-44,778.53	25.4%
210001 361100 JUSTI INTEREST JUS	-30	0	-30	.00	.00	-30.00	.0%
210001 361100 STATE INTEREST BAR	-600	0	-600	-558.90	.00	58.90	109.8%
210001 361100 TREAS INTEREST TRE	-30	0	-30	-151.13	.00	121.13	503.8%
TOTAL REVENUES	-100,660	0	-100,660	-16,031.50	.00	-84,628.50	15.9%

FOR 2019 99

210415 EXPENDITURES

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 000070 STATE ADVERTISING	2,000	0	2,000	3,156.90	.00	2,000.00	10.5%
210415 000120 STATE TRAINING EXP	30,000	0	30,000	2,597.25	.00	26,843.10	20.8%
210415 000370 STATE COURT COSTS	12,500	0	12,500	4,764.00	.00	9,902.75	77.5%
210415 001990 JUSTI MISCELLANEOU	200	0	200	13,301.83	.00	1,386.00	50.4%
210415 001990 TREAS MISCELLANEOU	6,150	0	6,150	21,000	.00	1,400.00	2.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	428.50	.00	1,700.00	2.0%
210415 021910 TREAS COMMUNICATIO	100	0	100	2,300	.00	1,700.00	2.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	2,300	.00	2,300.00	.0%
210415 039980 STATE CAPITAL OUTL	1,000	0	1,000		.00		
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300		.00		
TOTAL EXPENDITURES	82,730	20,000	102,730	24,248.48	.00	78,481.52	23.6%
TOTAL CONFISCATED ASSETS	-17,930	20,000	2,070	8,216.98	.00	-6,146.98	397.0%
TOTAL REVENUES	-100,660	0	-100,660	-16,031.50	.00	-84,628.50	
TOTAL EXPENSES	82,730	20,000	102,730	24,248.48	.00	78,481.52	
GRAND TOTAL	-17,930	20,000	2,070	8,216.98	.00	-6,146.98	397.0%

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FOR 2019 99

0370 CAPITAL ACQUISITION FUND

370005 EXPENDITURES

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
370005 039990 420 CAPITAL OUTLAY	0	300,875	300,875	.00	264,852.00	36,023.00	88.0%
TOTAL EXPENDITURES	0	300,875	300,875	.00	264,852.00	36,023.00	88.0%
TOTAL CAPITAL ACQUISITION FUND	0	300,875	300,875	.00	264,852.00	36,023.00	88.0%
TOTAL EXPENSES	0	300,875	300,875	.00	264,852.00	36,023.00	88.0%
GRAND TOTAL	0	300,875	300,875	.00	264,852.00	36,023.00	88.0%

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**STATE DRUG SEIZURES
(Funds)**

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

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2019 Starting Balance
5/9/2019	18-007116	McPherson Seizure	899.00		114,418.80
5/9/2019	19-001657	Cisneros Seizure	4,640.47		119,059.27
5/9/2019	19-001657	D. Smith Seizure	164.00		119,223.27
5/9/2019	19-001657	Molina Seizure	2,796.00		122,019.27
5/30/2019	PO 21019014	Clerk's Office - Molina, Cisneros, Smith Seizure		82.00	121,937.27
5/30/2019	PO 21019015	DA's Office - Molina, Cisneros, Smith Seizure		772.55	121,164.72
5/30/2019	PO 21019016	Baker - CALEA Meal Reimbursement		78.00	121,086.72
5/30/2019	PO 21019017	Scott - CALEA Meal Reimbursement		78.00	121,008.72
5/30/2019	PO 21019018	Crossen - CALEA Meal Reimbursement		78.00	120,930.72
5/31/2019		Interest Credit	76.28		121,007.00
6/28/2019	PO 21019019	Verizon Cell Phones - Apr 10 - May 09		1,629.18	119,377.82
6/28/2019	PO 21019020	DA's Office - Herman Seizure		69.20	119,308.62
6/28/2019	PO 21019021	Clerk of Court - Herman Seizure		82.00	119,226.62
6/28/2019	PO 21019022	DA's Office - A Davis Seizure		122.20	119,104.42
6/28/2019	PO 21019023	Clerk of Court - A Davis Seizure		82.00	119,022.42
6/28/2019	PO 21019024	DA's Office - Seal Seizure		250.00	118,772.42
6/28/2019	PO 21019025	Clerk of Court - Seal Seizure		82.00	118,690.42
6/28/2019	PO 21019026	DA's Office - Hoover Seizure		180.10	118,510.32
6/28/2019	PO 21019027	Whitfield Tax Comm - Title for 2006 Red Ford F150		18.00	118,492.32
6/28/2019	PO 21019028	Clerk of Court - Hoover Seizure		82.00	118,410.32
6/28/2019	PO 21019029	BB&T - Parking for CALEA Conference		27.00	118,383.32
6/28/2019	PO 21019030	CALEA - Annual Fee		4,595.00	113,788.32
6/28/2019	PO 21019031	DA's Office - S Davis seizure court costs		50.00	113,738.32
6/28/2019	PO 21019032	Clerk's Office - S Davis seizure court costs		82.00	113,656.32
6/28/2019	PO 21019033	DA's Office - Washington seizure court costs		22.40	113,633.92
6/28/2019	PO 21019034	Clerk's Office - Washington seizure court costs		82.00	113,551.92
6/28/2019		Interest Credit	69.47		113,621.39
7/31/2019		Interest Credit	77.04		113,698.43

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2018 Starting Balance
1/31/2019		Interest Credit	17.12		26,869.38
2/28/2019		Interest Credit	15.47		26,886.50
3/29/2019		Interest Credit	16.03		26,901.97
4/30/2019		Interest Credit	17.70		26,918.00
5/31/2019		Interest Credit	17.17		26,935.70
6/28/2019		Interest Credit	15.51		26,952.87
7/31/2019		Interest Credit	18.29		26,968.38
8/30/2019		Interest Credit	16.64		26,986.67
9/30/2019		Interest Credit	17.20		27,003.31
					27,020.51

**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2018 Starting Balance
1/31/2019		Balance			0.48
2/28/2019		Balance			0.48
3/29/2019		Balance			0.48
4/30/2019		Balance			0.48
5/31/2019		Balance			0.48
6/28/2019		Balance			0.48
7/31/2019		Balance			0.48
8/30/2019		Balance			0.48
9/30/2019		Balance			0.48

To: Public Safety Commission
From: Chief Cliff Cason
Date: October 22, 2019
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.5		<u>Organization and Direction</u>
	1	Revision and Re-evaluation dates were changed Section I – Wording changed Section II (C) – Wording added
	2	Section IV (A), (B) – Wording added, changed, and removed (D) – Word added, word removed (E) (2) – Wording changed (E) (3) – Word removed (E) (4) – Word changed
	3	Section VI – Wording added
	4	Section VIII (A), (B) – Wording removed, wording changed Section IX – Title changed, wording changed Section X – Wording removed (A) (2), (5) – Sections removed (A) (3), (4) – Renumbered
	5	(B) (1) – Word removed, wording added (B) (2) – Section removed (B) (3), (4), (7) – Renumbered (B) (5) – Renumbered, wording added, wording changed (B) (6) – Renumbered, wording added, changed, and removed (C) (2) – Wording added
	6	(C) (5), (6) – New (D) (1) – Word added, word changed (D) (2), (4) – Sections removed (D) (3), (6) – Renumbered (D) (5) – Word added (D) (7) – Wording added, changed, and removed
	7	Section XI (D) – Wording changed (F) (1), (3) – Word changed (F) (2) – Word added
2.15		<u>Fiscal Management</u>
	1	Revision and Re-evaluation dates were changed Section I – Word changed Section II (A) – Word added (D) – Word changed, wording added
	2	Section III – Wording changed, wording added

- (A) (3) – Wording changed
- (A) (5) – Word removed
- 3 (A) (6), (7), (8) – Word changed
- (B) – Title changed, word changed
- (B) (2), (5), (6) – Wording changed
- (C) – Wording added
- (C) (2) – Wording added, word changed
- 4 (C) (3), (4) – Wording changed
- (C) (6), (7) – Wording changed, wording added
- (D) – Title changed, word added, wording changed
- (E) – Word changed
- Section VI – Word changed, word added
- 5 Section VIII – Wording removed
- Section IX (B), (C) – Wording changed
- (D) – Restructured
- (F) – Wording changed, wording added
- (H), (I) – Wording changed
- 6 Section X (B) (1), (2) – Word added
- (B) (5) – Wording added, changed, and removed
- 7 (C) – Restructured as Section XI
- (D) – Re-lettered to Subsection A, word changed
- (A) (1), (3) – Wording added, changed, and removed
- (A) (4), (5) – Wording added, wording removed
- 8-9 (E) – Re-lettered to Subsection B, wording removed, word added
- (F) – Subsection removed and replaced with Subsection B, New Items 1-6
- 9 (G), (H) – Subsections removed
- (I) – Re-lettered to Subsection C
- (C) (1) – Wording added, wording changed
- (C) (2) – Title changed
- (C) (2) (a) – Wording added, changed, and removed
- 10 (C) (2) (a) (4) – Restructured, wording changed
- (C) (2) (a) (5) – Wording changed, word added
- (C) (2) (a) (6) – Restructured
- (C) (2) (a) (7) – Wording changed
- (C) (2) (b) – Wording added, changed, and removed
- (C) (2) (c) – Wording added, wording removed
- (J) – Renumbered to Item 3
- (C) (3) – Wording changed, wording removed
- 10-11 (1) – Previous listed Item 1 was removed
- 11 (C) (3) (b) – Word changed
- (C) (3) (c) – Word added, wording removed
- (K) – Renumbered to Item 4, wording added
- (1) – Previously listed Item 1 was removed
- (C) (4) (b) – Wording removed, wording changed
- (C) (4) (d) – Wording added, wording changed
- (C) (4) (e) – Word changed

- (L) – Renumbered to Item 5, Wording added, changed, and removed
- 11-12 (M) – Re-lettered to Subsection D, wording added, wording removed
- 12 (N) – Restructured to Section XII, wording removed
- Section XII (C) – Word added
- (O) – Subsection removed
- 12-13 Section XIII (A) – Restructured to Subsection A, wording added, changed, and removed
- 13 (B) – Word added
- (B) (1) – Restructured, wording added
- (B) (2) – Restructured, wording added
- (B) (3) – Restructured, wording added
- (B) (3) (b) – Wording removed, wording changed
- (C) – Restructured, wording added, wording removed
- (D) – Restructured, word added
- (E) – Restructured

3.3

Uniform and Employee Appearance Standards

- 1 The Revision and Re-evaluation dates were changed
- Section I – Word removed
- Section II - New
- Section III (A) – Wording changed, wording removed
- (A) (1) – Wording removed
- (A) (2) – Wording added, word removed
- 2 (A) (3) – Wording changed, wording removed
- (A) (4) – Word added
- (A) (5) – Word removed
- (A) (6) – Wording changed, wording removed
- (A) (8) – Word changed
- (A) (9) – Wording changed
- (A) (10) – Sentence restructured
- (B) – Word added
- (B) (1) – Wording added to title
- (B) (1) (a) – Wording added
- (B) (1) (b), (c), (d) – New
- 3 (B) (2) (b) – Word added
- (B) (2) (c), (d), (e), (f) - New
- (B) (3) – New
- 3-4 (B) (4) – New
- 4 (B) – Previous wording and items removed
- (B) (5) (a), (b), (c) – New
- 5 (B) (5) (d), (e) – New
- (B) (5) – Previous wording and items removed
- (B) (6) – Wording added, changed, and removed
- (B) (7) – Word added
- (B) (7) (a) – Wording added
- (B) (7) (b) – Wording added, wording removed
- (B) (7) (c) – Wording added, word changed

- (B) (7) (d) – Word changed, wording added, wording removed
- 6 Section IV (A) – Wording added
 - (A) (1) – Word removed
 - (A) (2) – Wording added, changed, and removed
 - (B) (2) – Word removed, wording added
 - (B) (3) – Word added
 - (B) (4) – Wording added
 - (B) (5) (a) – Wording added, word removed
 - (B) (5) (b) – Word added
 - (B) (5) (b) (3), (4) – Word added
 - (B) (5) (b) (5) – Wording added
 - (B) (5) (c) – Wording changed
- 7
 - (B) (5) (d) – New
 - (B) (6), (7) – Wording added
 - (B) (8) – Restructured
 - (B) (9) – Wording added
 - (B) (10), (11), (12) – Wording added, word removed
 - (B) (13), (14) – Wording added
 - (B) (15) – Wording added, wording removed
 - (B) (16) – Wording added
 - (B) (17), (18), (19) – Wording added, wording removed
 - (B) (20), (21), (22), (23) – New
- 7-8 (C) – Wording added, wording removed
- 8 (C) (1) – Word added
 - (C) (2) – Wording added, wording changed
 - (C) (3) – Wording changed
 - (C) (4) – Wording added
 - (D) – Word removed
 - (D) (1) (b) – Wording removed
 - (D) (2) – Word changed
- 9 (D) (2) (b) – Wording added, changed, and removed
 - (D) (2) (c) – Word added
- Section V – This was made its own section, all points within this section were renumbered, wording removed
 - (A) (2) – Wording changed
 - (B) (1) – Restructured
 - (B) (2) – Word added
 - (B) (3) – Wording changed, word added
 - (B) (3) (a), (b) – Wording changed
 - (B) (4) – Wording changed
 - (B) (4) (a) – Wording added, wording changed
 - (B) (4) (b) – Wording changed
 - (B) (4) (c), (d) – Wording removed
 - (B) (4) (e) – Word changed
 - (B) (4) (f), (g) – Wording changed, wording removed
 - (B) (4) (h) – New
- 10

- (C) – Section removed
- 10-11 (C) (1-6) – New
- 11 (D) – Wording added, wording removed
- (E) (1), (2) – Word changed
- (E) (3) – Word changed, word removed
- (E) (4), (5) – Restructured, wording removed
- 11-12 (E) (6), (7) – Sections removed and added to other areas of the directive
- 12 Section VI (C) – Wording changed
- (D) – Word removed, wording added
- Section VII – Renumbered, wording removed
- (B) – Wording changed, word removed
- Section VIII – Renumbered
- (A) – Wording changed
- 13 (B) (1) (a), (b) – Word changed
- (B) (1) (c) – Wording added
- (B) (4) – Wording added, changed, and removed
- (C) (1) – Wording added, wording removed
- (C) (1) (b) – Previous item removed, wording added
- 14 (C) (2) – Wording changed
- (C) (3) – New
- (C) (4) – Wording added, wording removed
- (D) – Restructured
- (D) (1) – Wording added, changed, and removed
- (D) (2) – Wording changed, wording removed
- (D) (3) – New
- (D) (5) – Wording added
- (D) (6) - New
- Section IX (A) – Wording removed, word changed
- (B) – Restructured, wording changed
- 14-15 (C), (D) – Wording changed
- 15 (E) – Wording removed, word added
- Section X – Renumbered, wording added, changed, and removed
- Section XI – Renumbered, wording added, wording removed

3.5

Physical Readiness Program

- 1 The Revision and Re-evaluation dates were changed
- Section I – Acronym added
- 2 Section IV (B) – Word removed, word changed
- (D), (G) – New
- (H) – Word removed, word changed
- (J) – Restructured
- (L) – Wording added
- (M) – Acronym added
- (O) – Wording added, word removed
- 3 Section V (A) (6) – Word changed
- 3-4 Section VI (B) – Wording changed
- 4 (C) – Word added, changed to acronym

	(D) – Changed to acronyms
	(E) – Word removed
	Section VII (B) – Wording added, changed, and removed
	(C) – Wording changed, wording removed
	(E) – Wording added, changed, and removed
	(F) – New
5-6	(G) – Re-lettered, word changed, change to acronym
6	(H) – Re-lettered, word changed
	(I) – Re-lettered
	(J) - New
	Section VIII (A) – Changed to acronym
	(B) – Word changed
	(C) – Wording added, changed, and removed
	(D) – Wording added, changed, and removed
	Section IX (A) – Wording added, changed, and removed
	(B) – Wording added
6	(B) (5) – Restructured
	(B) (7) – Removed
	(C) – Wording removed
	(D), (E), (F) – New
6-7	Section X (A) – Wording added, changed, and removed
7	(B) – Wording changed
	(C) – Wording added, changed, and removed
	(D) – Re-lettered, word added, wording changed
	(E) – Re-lettered
	(F), (G), (H) – New
8	(I), (J) – New
	(K) – Re-lettered, wording added, changed, and removed
	(L) – Re-lettered
9	Section XI – New
11	Appendix A – Word added
12	Appendix B – Wording added, changed, and removed
13-19	Appendix C – Title changed, wording added, changed, and removed, Illinois Agility Test removed
20-23	Appendix D – New
24	Appendix E – New

4.1

Patrol Organization and Administration

1	Revision and Re-evaluation dates were changed
	Section II (A) (1), (2) – Word added
	(B) – Word added, word changed
	(C) (1) – Wording changed
	(C) (3) – New
	(D) – Wording changed, wording added
2	(D) (1) – Wording changed, wording added
	(D) (2) – Wording changed, wording removed
	(D) (3) – Wording added, changed, and removed
	(D) (4) – Wording changed

- (D) (5) – New
- (D) (6) – Wording added, changed, and removed
- (D) (7) – Wording added
- (E) – Wording added
- (F) – New
- 2-3 (F) (1) – Renumbered, wording changed, wording removed
- 3 (F) (2) – Renumbered, wording added, wording removed
- (F) (3) – Renumbered, wording added, wording changed
- Section III – Wording added
- (C) – Word changed
- (K) – New
- 4 Section V (A) – Word changed

4.2

- Use of Police Vehicles**
- 1 Revision and Re-evaluation dates were changed
- Section II (A) – Word removed, wording changed
- (B) – Restructured
- (D), (F), (I) – Word changed
- 2 Section III (A) (1) – Wording added
- (A) (1) (a) – Wording added, wording changed
- (A) (1) (b) – Word added
- (A) (1) (c) – Word changed
- (B) (1), (4) – Wording added
- (B) (7) – Wording added, wording removed
- (C) – Wording changed
- (C) (4) – Wording removed
- (C) (5) – Wording changed
- 3 Section IV (B) (1), (2), (3) – Word changed
- 4 Section VI (A) – Wording added, wording removed

7.1

- Crime Scenes**
- 1 Revision and Re-evaluation dates were changed
- Section I – Wording added, changed, and removed
- Section II (A), (D) – Wording added
- 2 Section III (B) – Wording changed
- (C) – Wording added, wording changed
- (D) – Wording changed
- (E) – Wording added
- Section IV (A) – Wording changed
- (B), (D) – Wording added, wording changed
- (C), (E) – Wording added
- 3 (F) – Wording changed
- Section V (A) (2) – Word removed
- (A) (4) – Word changed
- (A) (5) – Word changed, word added
- (B) – Word changed, wording added

- (B) (1) (a) – Word added
- (B) (1) (b) – Wording added, wording changed
- (B) (1) (c) – Wording added, changed, and removed
- 4 (B) (1) (e) – Wording removed
- (B) (2) (e) – Wording removed
- (C) (1), (3) – Word added, wording changed
- (C) (2), (4), (5) – Wording changed
- 5 Section VI (E) – Wording added
- 6 (F) (1) (d) – Word added
- (F) (1) (d) (3) – New
- (F) (2) (a) (1) – Wording changed, wording removed
- 7 (F) (2) (b) (1) – Wording added, word changed
- (F) (2) (b) (1) (a), (b) – Wording added, wording removed
- (F) (2) (b) (1) (c) – Word added
- 8 (F) (2) (b) (2) – Word changed
- (F) (2) (c) – Word changed, word added
- Section VII – Word added, word removed
- Section VIII – Wording changed
- (B), (D) – Wording added

7.4

- 1 **Criminal Investigations Organization and Administration**
- Revision and Re-evaluation dates were changed
- Section I – Wording changed
- Section II (A) – Wording changed
- (B), (C), (D) – Changed to acronyms
- (E), (F) – New
- 2 (G), (H) – New
- Section III (B) – Wording changed, added acronym
- Section IV – Word added, wording changed
- 3 (B) – Wording changed
- Section V (A) – Word added, word changed
- (B) – wording added, word changed
- (C), (D) – Wording added, changed, and removed
- (E) – New
- 4 (G) – Re-lettered, wording added, changed, and removed
- Section VI – Word removed, word changed
- (A) – Word removed
- (F) – Wording added, changed, and removed
- (F) (1-7) – Items removed
- (G) – Word changed
- (H) – Wording added
- (L), (N) – Word removed, wording changed
- (O) – Restructured
- Section VII – Changed to acronym
- Section VIII (A) – Wording added, word removed
- (B) – Wording changed

- (C) – Wording added, wording changed
- 6 Section IX (A) (4) – Changed to acronym
- (B) – Word changed, changed to acronym
- (D) – Wording added, word changed
- (E) – Changed to acronym
- 7 Section X (E) – Word changed, changed to acronym
- Section XII (A) – Word changed, wording added
- (B), (C), (E) – Wording changed

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> July 1, 1998	<i>Number</i> GO91-2.5
<i>Subject</i> Organization and Direction		
<i>Reference</i>		<i>Revised</i> September 26, 2017 October 22, 2019
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> September 26, 2019 October 2021	<i>No. Pages</i> 7

I. **Policy**

It ~~shall be~~ **is** the policy of the Dalton Police Department to be organized and directed to meet its goals in the most effective and efficient manner possible.

II. **Definitions**

- A. Division Commander - an Officer who holds the rank of Captain or Lieutenant
- B. Patrol District Commander – an Officer who holds the rank of Lieutenant
- C. Watch **Commander** or Unit Supervisor – an Officer who holds the rank of Sergeant **or Lieutenant**
- D. Chain of Command - lines of communication going downward or upward within the organizational hierarchy through each successive level of command
- E. Organizational Component - a subdivision of the Agency, such as a division or unit that is established and staffed on a full-time basis to provide a specific function
- F. Span of Control - the number of persons reporting to any one Supervisor
- G. Unity of Command - The concept that each individual in the organization has one, and only one, immediate Supervisor

III. **Unity of Command**

It is the policy of the Dalton Police Department that:

- A. Every employee shall be accountable to only one Supervisor.
- B. Each unit and division will be under the direct command of only one Supervisor.

IV. **Command Protocol**

- A. Command protocol in emergency or exceptional situations shall be assumed by the Watch Commander. In non-emergency situations, or situations involving multiple units or functions, the ~~watch shift~~ or unit that initiated the special operations shall have command of all personnel assigned to the operation until the operation is ~~covered with another policy of the Dalton Police Department~~ concluded or transferred to another shift or unit.
- B. The District Commander, Watch ~~Commander~~, or unit Supervisor shall supervise and be responsible for efficient law enforcement and operations of his / her ~~watch shift~~ or unit in accordance with the rules and regulations of the ~~Police~~ Department. The Watch ~~Commander~~ or unit Supervisor shall have the authority to designate any Patrol Officer ~~or Detective~~ assigned to his / her ~~watch shift~~ or unit as acting Supervisor in his / her absence, regardless of the Patrol Officer's ~~or Detectives~~ seniority with the Department.
- C. Division Commanders shall be responsible for the everyday operations and administrative duties related to his / her assigned division.
- D. ~~The~~ Chief of Police shall have the authority and responsibility for the management, direction, and control of the operations and administration of the ~~Police~~ Department.
- E. To ensure cooperation, coordination, and communication between division and Agency personnel, all personnel are responsible for establishing and maintaining open lines of communication. This may be established through:
 - 1. Sending daily activities of Patrol operations to Departmental personnel
 - 2. Sending investigative ~~updates, lookouts, or requests for information activities and outcomes of investigations~~ to Departmental personnel
 - 3. Attending Patrol Division roll calls; ~~and~~
 - 4. Sharing information between functions at ~~weekly~~ ~~scheduled~~ District Meetings.

V. **Span of Control**

- A. To achieve effective direction, coordination, and control, the number of employees under the immediate control of a Supervisor shall not be excessive.
- B. The proper span of control will be determined by factors such as:
 - 1. Ability of the Supervisor
 - 2. Complexity of the task to be performed by the subordinate(s)
 - 3. Separation by time and place of the Supervisor and the immediate subordinate(s)

RESTRICTED LAW ENFORCEMENT DATA

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

VI. **Delineation of Responsibility**

A job description, outlining the duties and responsibilities for each position **within the Department**, is available from the Support Services Division.

VII. **Authority and Responsibility**

- A. To achieve effective direction, coordination, and control, responsibility and accompanying authority are delegated through the chain of command.
- B. All Department personnel shall be given the authority to effectively complete all assigned functions.
- C. Personnel will not be given the responsibility for a function or task without the commensurate authority to carry it out.
- D. All levels of Department supervision are required to delegate the necessary authority to lower-ranking personnel to fulfill their responsibilities.
- E. All Department members will be accountable for the use of the delegated authority given to their position.
- F. Sworn police Officers, employed by the City of Dalton, shall have the powers of peace Officers, as regulated by law, and have the power to make arrests and carry and use weapons authorized by the Agency in the performance of their duties.

VIII. **Processing Matters Through the Chain of Command**

- A. Whenever any employee of the **Dalton Police** Department has reason to believe that a situation of an official nature requires the attention of the Chief of Police, the employee **should shall** refer the matter to his / her immediate Supervisor.
 - 1. If the immediate Supervisor cannot adequately resolve the matter, it **should shall** be forwarded through the chain of command to the Chief of Police.
 - 2. All official matters **should shall** follow the chain of command.
 - a. In most cases, this will consist of a Watch Commander or unit Supervisor, a District Commander, a Division Commander, the Assistant Chief, and the Chief of Police.
 - b. In some instances, one or more of these ranks may be missing from the normal rank structure.
- B. Whenever any employee of the **Dalton Police** Department has reason to believe that a situation of a personal nature requires the attention of the Chief of Police, the employee **should shall** normally refer the matter to his / her immediate Supervisor. If the immediate Supervisor cannot adequately resolve the matter, it **should shall** be forwarded through the chain of command to the Chief of Police.

RESTRICTED LAW ENFORCEMENT DATA

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If the situation is one of a very personal and confidential nature and cannot be discussed with the employee's immediate Supervisor, he / she ~~may~~ shall make an appointment with the Chief of Police or present written information to the Chief of Police for consideration.

IX. **Table of Organizational Chart**

The ~~table of organizational chart~~ shall be revised as needed by the Chief of Police. A copy of the ~~table of organizational chart~~ (Directive 2.9) shall be posted on all employee work-area bulletin boards.

X. **Organizational Structure**

The ~~Dalton Police~~ Department is divided into four (4) organizational components; the Administration Division, the Patrol Division, the Criminal Investigations Division, and the Support Services Division. The ~~Dalton Police~~ Department shall be organized at the discretion of the Chief of Police and may, at any time, be restructured.

A. Administration Division

The Administration Division Commander is responsible for the activities directly associated with the Administration Division, **including the coordination of research, planning, and change management activities for the Department.** The Administration Division includes the following personnel:

- ~~1. Planning and Research – This position is responsible for coordinating research, planning, and change management activities for the Department.~~
- ~~2. Public Relations Specialist – This position acts as a liaison with local media outlets, maintains communication with the public, and coordinates the release of information.~~
- 3.1. Purchasing Agent – This position performs various accounting and clerical functions for the Department, including processing purchase orders and monitoring expenses.
- 4.2. Accreditation Manager – This position is responsible for reviewing the policies and procedures of the Agency and ensuring compliance with the CALEA Accreditation and Georgia State Certification processes.
- ~~5. Intelligence Analyst: This position is responsible for reviewing, analyzing and interpreting data from sources such as incident reports; field interviews; traffic citations; and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position provides support to active criminal investigations; and provides various statistical and crime analysis reports and information to members of the agency.~~

RESTRICTED LAW ENFORCEMENT DATA

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B. Patrol Division

The Patrol Division Commander is responsible for the activities directly associated with the Patrol Division. The Patrol Division includes the following personnel:

1. A, B, and C Patrol Shifts – These shifts are responsible for the enforcement of laws, ~~and~~ the protection of life and property, ~~and the response to calls for service~~ on a twenty-four (24) hour basis.
- ~~2. Municipal Code Enforcement & Municipal Court Liaison: This position is assigned the function of enforcing Municipal Code and tax business compliance, and acts as the Department's Liaison with Municipal Court.~~
- ~~3.2.~~ School Resource Officers – These positions are assigned to the Dalton Public School System to keep order and enforce criminal laws on school properties and at school functions.
- ~~4.3.~~ Volunteer Program – These positions provide Officers assistance with non-enforcement administrative, patrol, and support functions.
- ~~5.4.~~ Safety Code Enforcement Unit– ~~This~~ These positions ~~is~~ are responsible for the identification, documentation, and enforcement of ~~municipal and international~~ code violations.
- ~~6.5.~~ ~~Special Operations~~ Traffic Enforcement Unit – These positions are assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities. Members of this unit are responsible for investigating serious-injury and fatal vehicle crashes. ~~work in conjunction with other Officers to address crime specific targets and community problems. These positions include the Traffic Enforcement Unit and seasonal Bike Unit.~~
- ~~7.6.~~ Park Police Unit – These positions are assigned to the parks and recreation system to keep order and enforce criminal laws on Dalton Parks and Recreation properties.

C. Criminal Investigations Division

The Criminal Investigations Division Commander is responsible for the activities directly associated with the Criminal Investigations Division. The Criminal Investigations Division includes the following personnel:

1. General Case Investigators – These positions are responsible for conducting follow-up criminal investigations.
2. Safe Streets Task Force Investigators – These positions are responsible for working with other agencies ~~on an FBI led task force~~ to investigate gang-related criminal activity.

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3. Polygraph Investigator – This position is responsible for conducting polygraph examinations for the Agency.
4. Drug Enforcement Unit – This unit is responsible for conducting drug and vice investigations.
5. Crime Scene Investigator – This position is responsible for processing and documenting crimes scenes and collecting and analyzing evidence.
6. Intelligence Analyst – This position is responsible for reviewing, analyzing, and interpreting data from sources, such as incident reports, field interviews, traffic citations, and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the Agency.

D. Support Services

The Support Services Division Commander is responsible for the activities directly associated with the Support Services Division. The Support Services Division includes the following personnel:

1. Training Coordinator – This position is responsible for coordinating, implementing, and evaluating the training needs at of the Department.
- ~~2. GIS Technician: This position is responsible for developing and maintaining the geographic information systems (GIS) databases.~~
- ~~3.2.~~ Records Section – This section is responsible for performing clerical tasks, computer data entry, processing reports and forms, disseminating information, processing citations, answering inquiries, file maintenance, and other related duties.
- ~~4. MIS Technician: This position is responsible for installing, modifying, and making minor repairs to computer hardware, software, and other office equipment and to provide technical assistance and training to system users.~~
- ~~5.3.~~ Property and Evidence Section – This section is responsible for receiving, maintaining, and disposing of evidence, found property, and recovered property.
- ~~6.4.~~ Custodian – This position is responsible for various light maintenance and custodial tasks at the Department.
- ~~7.5.~~ Recruitment / Community Involvement Officer – This position is responsible for coordinating, implementing, and evaluating the community involvement programs of the Dalton Police Department. In addition, this

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position is responsible for coordinating and administering the recruitment processes.

XI. **Direction**

- A. During the temporary absence of the Chief of Police, the order of precedence of command authority shall be:
1. Assistant Chief of Police
 2. Commander of the Patrol Division
 3. Commander of the Criminal Investigations Division
 4. Commander of the Support Services Division
 5. Commander of the Administration Division
- B. To achieve effective direction, coordination, and control, Supervisors must be held accountable for the performance or nonperformance of employees under their immediate supervision.
- C. Employees shall promptly obey any lawful order of a superior, including orders relayed from a superior rank by an employee of the same or lesser rank.
- D. When an employee receives a conflicting order, the employee shall respectfully notify the superior Officer issuing the order that ~~they~~ he / she ~~have~~ has received a conflicting order. If the superior Officer issuing the order does not alter or retract his / her order, his / her order shall stand. The employee shall not be required to notify the superior Officer of conflicting orders during emergency situations.
- E. Employees shall not obey any order which they know, or should know, requires them to commit an illegal act.
- F. The Department will hold staff meetings at all levels. Assessing the need for staff meetings may be based on:
1. The need for training, briefings, evaluations of operational progress, and problem solving
 2. A routine basis for progress reports, directing staff, and personnel work assignments
 3. A response to a particular task ~~which~~ that may require the formation of a committee or task force
 4. The need to provide liaison with other Departmental components for the purpose of enhancing program coordination

This policy supersedes any previous policies issued.

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BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> January 1, 1999	<i>Number</i> GO91-2.15
<i>Subject</i> Fiscal Management		
<i>Reference</i>		<i>Revised</i> April 24, 2018 October 22, 2019
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 2020 October 2021	<i>No. Pages</i> 11

I. **Policy**

It is the policy of the Dalton Police Department to provide an accounting system ~~which~~ that is accurate, documents the flow of funds, provides for monitoring of fiscal activities, and facilitates the retrieval of information on the status of all accounts.

II. **Budget**

- A. The City of Dalton's fiscal year begins on January 1 and ends ~~on~~ December 31.
- B. Typically during the summer of each year, the Department prepares a budget estimate for the next fiscal year. Factors influencing the budget estimate include: overall needs and goals of the Agency, availability of funds, and budgeting assumptions and calculations relayed by the City of Dalton Finance Committee.
- C. The Chief of Police shall request that the Division Commanders and other Department members participate in preparation of the Agency's budget estimate.
- D. Division Commanders and others ~~s~~ **Department members** are advised of deadlines by which they must return budget data and proposals to the Assistant Chief of Police.
- E. After receiving budget data and proposals from all divisions, the Chief of Police will prepare a total aggregate budget estimate.
- F. The Chief of Police briefs the Public Safety Commission Chairperson on the Department's anticipated fiscal needs for the next year.
- G. The Chief of Police is responsible for submission of the Department's annual budget to the City of Dalton Finance Committee. At the request of the Chief of Police, Public Safety Commission members may assist the Chief in presenting the proposal to the Finance Committee.
- H. The final budget, upon approval by the Mayor and Council, will be presented to the Public Safety Commission for review.

- I. During each fiscal year, the Chief of Police shall submit a summary budget report to the Public Safety Commission on at least a monthly basis.

III. Cash / Fund Management

The Department shall use all safeguards to assure that all funds received and dispersed by the Department ~~will be~~ are properly posted and accounted for. The Department maintains four cash funds ~~where that~~ Agency personnel are permitted to receive, maintain, or disburse cash. They include the Petty Cash Fund, the ~~Records change cash~~ drawer in the Records Section, the Explorer Program Account, and the ~~Confidential Expenditures Purchase of Evidence / Purchase of Information~~ (PEPI) Fund.

A. Petty Cash

A Petty Cash Fund of \$300 is maintained by the Chief of Police's Administrative Assistant. This fund is used to reimburse personnel for small miscellaneous expenses, to pay postage charges, and to expedite the purchase of other items as necessary. The following procedures are followed to maintain the integrity of the Petty Cash Fund.

1. A balance sheet shall be maintained that identifies the initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand.
2. Petty cash may be disbursed in one of two ways:
 - a. Disbursements documented by the completion of a payment receipt to include:
 - (1) Date of the disbursement
 - (2) Item or service
 - (3) Amount of disbursement
 - (4) Signature of person receiving payment
 - b. Disbursements documented by a completed City of Dalton Request for Reimbursement of Business Expenses form.
3. Petty cash ~~will be~~ is replenished by the issuance of purchase orders designated to the line items determined by the Departmental Purchasing Agent. The subsequent checks issued by the City Finance Office will then be cashed in order to replenish the Petty Cash Fund.
4. The maximum city-related purchase out of the Petty Cash Fund is \$75.00. Any reimbursement over \$75.00 requires the approval of the Chief of Police or his / her designee.
5. The Chief of Police's Administrative Assistant and the ~~Departmental~~ Purchasing Agent are authorized to disburse or accept petty cash.

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6. The Petty Cash Fund ~~will~~ shall be locked during non-business hours of the Administration Office.
7. A quarterly audit of all Petty Cash Funds ~~will~~ shall be conducted and a report of the findings ~~will~~ shall be forwarded to the Chief of Police through the Support Services Division Commander.
8. Auditors ~~will~~ shall consist of two employees of the Department, one of which is a Supervisor.

B. ~~Records~~ Cash Drawer in the Records Section

The Records ~~Unit~~ Section of the Department shall maintain a cash drawer for receiving payments and making change only. Funds are received for the payment of false alarms fees, sound amplification permits, criminal history record checks, and other services.

1. All fees collected shall be processed in accordance with GO89-RM-1.1, 6.1, Processing Fees.
2. All Records ~~Unit~~ Section personnel shall have access to the ~~change~~ cash drawer and are authorized to accept cash and make change.
3. No disbursements of cash shall be made out of this drawer.
4. A balance sheet shall be maintained that identifies the initial balance, credits (cash / check income received), and the cash balance on hand.
5. A quarterly audit of the ~~records~~ cash drawer ~~will~~ shall be conducted, and a report of the findings ~~will~~ shall be forwarded to the Chief of Police through the Support Services Division Commander.
6. Auditors ~~will~~ shall consist of two employees of the Department, one of which is a Supervisor.

C. Explorer ~~Program~~ Account

The Dalton Police Department Explorer Program raises funds through donations and sales of promotional items to fund its activities, and ~~its financial account~~ is subject to the same rules as other financial accounts within the Department. Funds are dispersed for training and conference expenses, funds associated with meetings and recruitment, uniforms and equipment, fuel and vehicle expenses, registration fees, and meals associated with the program.

1. A balance sheet shall be maintained that identifies the initial balance, debits and credits, and ending balance.
2. Using the approved ~~accounting~~ software, all transactions shall be recorded with a description of the debit or credit. No cash shall be dispersed from the Explorer ~~Program~~ Account. All transactions ~~should~~ shall be completed by either credit card or check.

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3. A quarterly audit of the account ~~will~~ shall be conducted, and a report of the findings ~~will~~ shall be forwarded to the Chief of Police through the Patrol Division Commander.
4. The quarterly audit ~~will~~ shall consist of two employees of the Department, one of which will be a supervisor.
5. A random audit may be directed by the Chief of Police at any time.
6. Purchases out of the Explorer ~~Program Fund Account~~ less than \$500.00 may be approved by the Explorer ~~Post~~ Advisor. Any purchase ~~over~~ of \$500.00 ~~or more~~ requires the approval of the Chief of Police or his / her designee.
7. ~~Any~~ All employees may ~~receive-cash~~ assist with the collection of funds from fundraisers sponsored by the Explorers ~~Program~~. All funds ~~will~~ shall be sent to the Explorer ~~Post~~ Advisor to be deposited into the Explorer ~~Program~~ Account.

D. ~~Confidential~~ Purchase of Evidence / Purchase of Information (PEPI ~~Funds~~) Funds

~~Confidential~~ PEPI funds provided to support the operations of the Criminal Investigations Division (CID), the Drug ~~Enforcement~~ Unit, the Safe Streets Task Force, and the Patrol Special Operations Supervisor are subject to procedures ~~according to~~ outlined in directive GO92-7.12, Confidential Expenditures.

E. Property and Evidence Unit Inventory

All monies held by the Property and Evidence ~~Unit~~ Section for evidentiary purposes shall be maintained in accordance with directive GO88-4.10, Property and Evidence Policy and Procedure.

IV. **Independent Audit of Fiscal Activities**

The auditing firm retained by the City shall conduct an audit of the Department's fiscal activities. This audit is conducted on an annual basis.

V. **Requisitions and Purchases**

Requisitions and purchases are processed according to the City of Dalton Purchasing Policy.

VI. **Emergency Purchases**

Emergency purchases and rentals are those ~~which~~ that are essential in preventing delays of service or in providing protection, which may adversely affect the lives, health, safety, or welfare of employees or the public. Emergency purchases and rentals may be made ~~at~~ the discretion of the Division Commander or the Supervisor of the requesting component, depending on the urgency of the need. The vendor may be instructed to bill the Department for the items purchased or rented. If a major expenditure is involved, and time permits, the approval of the Chief of Police or his / her designee shall be sought. All

acquisitions shall be documented and submitted according to the City of Dalton Purchasing Policy.

VII. **Emergency Appropriations**

The Chief of Police may request a supplemental or emergency appropriation of funds. The request must be approved by the City Mayor and Council. The Chief of Police will brief the Public Safety Commission after such requests are heard by the City Mayor and Council.

VIII. **Fund Transfers**

During the fiscal year, the Chief of Police may transfer funds between accounts subject to approval of the City ~~of Dalton~~ Finance Committee.

IX. **Inventory**

- A. All purchases of equipment that exceed one hundred dollars (\$100.00) and / or have a life span that exceeds three (3) years shall have an inventory number issued by the Department.
- B. A Property & Evidence ~~Custodian~~ Technician (PET) shall have the responsibility to affix, if possible, inventory numbers to such equipment.
- C. The ~~Property and Evidence Custodian(s)~~ PET shall maintain documentation for all purchased, sold, transferred, or destroyed equipment.
- D. All property to be issued / re-issued to authorized users shall be issued after completion of the appropriate paperwork and ~~the affixing of an~~ inventory number ~~affixed~~, if required.
- E. The Property Issue / Return Form or the Property / Inventory Issued Equipment Form shall be completed on all issued, re-issued, or returned equipment and forwarded to the Property and Evidence Section.
- F. The Property and Evidence ~~Unit~~ Section shall have the responsibility ~~to see that of~~ ensuring all equipment with an inventory number that is issued to ~~persons employees or areas of the Police Services Center shall be~~ is recorded in the Departmental Records Management System.
- G. When property is returned to the Property and Evidence Section, the property will be inspected to determine if it may be re-issued. All un-serviceable property will be destroyed. All property that can be re-issued will be issued in the same manner as issued property.
- H. The ~~Property and Evidence Custodian(s)~~ PET shall maintain a central file with the name of each employee affixed containing a listing of all issued equipment.
- I. The Property and Evidence ~~Unit~~ Section shall conduct an inventory of all equipment each year and report any sold or destroyed equipment to the Chief of Police.

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X. **Travel**

There are two types of travel which are recognized for the City of Dalton. The types of travel are business travel, which is travel for the purpose of conducting official City business. The second type of travel is professional and / or educational travel, which is travel to attend meetings, conferences, and training programs for professional growth and development for the mutual benefit of the employee and City.

A. Administration

1. Employees are expected to search out the most reasonably priced arrangements for their travel event, taking into consideration their personal safety and a reasonable level of comfort.
2. The City does not contract with a specific travel agent. Employees may book travel arrangements through an agent of their choosing or by utilizing one of the many Internet sites available for such purposes.
3. Travel arrangements that include air, lodging, and / or car rental should be made as far in advance as possible, preferably at least 30 days prior to the travel event, to ensure the most economical and desirable arrangements.
4. Employees that have not been issued a City credit card are urged to use their personal credit card for payment of travel expenses, thereby reducing / eliminating the need for cash advances. Timely submission of approved requests for reimbursement will provide employees with reimbursement funds in time to pay their credit card charges as they become due.

B. Guidelines for Travel Authorization

1. Decisions as to which travel is authorized begin with the budgetary process. Travel needs must be anticipated and submitted in the annual budget for approval by the City Mayor and Council.
2. The authorizing party's responsibility is to stay within his / her Departmental budget's travel allocation, as approved by the City Mayor and Council.
3. Prior to approving a travel request, the authorizing party is responsible for determining that a sufficient unexpended appropriation remains in the travel and training budget to reimburse all expected costs of the travel.
4. Personal items, alcoholic beverages, and expenses of family members are not authorized. Expense reports must be prepared to reflect only actual expenses essential to the conduct of City business by the employee. The City will not pay for such items as movies, room service, pay-per-view, sporting events, and any other nonessential expenses.
5. Requests for travel, travel advances, and actual expense reimbursement ~~should~~ **must** be authorized ~~as follows~~ **by the Chief of Police or his / her**

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designee.

Requesting Party _____ Authorizing Party
~~Employee other than department head~~ _____ ~~Chief of Police or his/her designee~~

C.XI. Expense Reimbursement Policies

The following reimbursement guidelines are intended to set forth maximum standards. Employees and officials of the City are expected to spend funds prudently and in best interest of the City.

D.A. Lodging

Reimbursement for lodging is authorized when the ~~individual's~~ ~~employee's~~ travel requires overnight accommodation. Overnight accommodations must be approved by the authorizing party. Receipts are required for all lodging costs.

1. Employees ~~and officials~~ are reimbursed for the cost of a standard hotel-~~motel~~ room available in the travel vicinity. The ~~minimum~~ ~~lowest~~ corporate, governmental, or ~~lowest~~ special rate should be requested along with any other discounts ~~which you~~ ~~that the employee may~~ ~~might~~ be entitled to receive (i.e. Senior citizen, AARP, AAA).
2. Advance registration, prepaid by City check, will be used whenever possible.
3. For in-state travel, employees are responsible for obtaining a tax-exempt certificate prior to travel. Division ~~secretaries~~ ~~Administrative Assistants~~ should have copies available. This certificate is to be presented at the time of check-in. In some instances, if lodging is not prepaid by a City check, ~~as noted above in (2)~~, the hotel-~~motel~~ may not accept the ~~exempt~~ tax-~~exempt~~ certificate. It is the responsibility of the employee to ensure the necessary steps are taken to receive tax-exempt status for lodging. Employees ~~and officials~~ will not be reimbursed for taxes eligible for exemption. If paid with a City credit card, the employee ~~or official~~ will be required to reimburse the City.
4. The City will pay only actual room rental costs, supported by the hotel bill, for each day that lodging away from home is required for business reasons. The employee is responsible for submission of the receipt, and failure to do so will result in the employee ~~or official~~ not being reimbursed by the City. If paid with a City credit card, the employee ~~or official~~ will be required to reimburse the City ~~for any unauthorized expenses~~.
5. When two employees ~~or officials~~ share a room ~~that has not been prepaid by a City check~~, one employee ~~or official~~ will pay and request reimbursement for the full lodging charge. The second employee ~~or official~~ shall not be entitled to any reimbursement since he / she did not incur any expense. In the rare instance where the hotel agrees to split the bill, each employee will be responsible for their share and each entitled

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to reimbursement.

E.B. Meals

Employees are entitled to a per diem ~~rate~~ for meals when traveling for City business. Actual receipts are not required when requesting reimbursement at the per diem rates. ~~These are approved maximum per diem rates.~~ If an employee is attending training at a facility where meals are provided at a cost lower than ~~the~~ per diem rate, the per diem rate can be reduced at the discretion of the authorizing party.

~~F. Overnight Travel~~

1. For training, conferences, or other authorized City business held in Georgia or out-of-state, the per-diem reimbursement will be paid at the rate suggested by the U.S. General Services Administration (GSA) for the location, less the incidental expense of \$5.
2. The first and last day of travel will be paid at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form, include a printout of the GSA rate and M&IE breakdown for the location. Receipts will not be required when requesting reimbursement.
3. When considering reimbursement for training, conferences, or other authorized City business that include some meals as part of a registration fee, use the M&IE breakdown on the GSA website to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>).
4. Reimbursement for DPD Recruits attending the Basic Law Enforcement Training Course will be made at \$30 per day.
5. Meals purchased while attending training, conferences, or other events inside Whitfield County will not be reimbursed.

~~The per diem rate for overnight travel is established by the U.S. General Services Administration (GSA) rate, or a rate established by the Chief of Police, for meals, if out-of-town training is eight (8) hours or more in length. **within the state of Georgia** is \$46 per full day of required overnight travel. Employees are entitled to reimbursement for meals on a per diem amount of forty-six dollars (\$46) per day, based on the following breakdown:~~

~~Breakfast — \$11.00
Lunch — \$12.00
Dinner — \$23.00~~

~~**If meals are included in the conference cost, then the per diem rate will be reduced accordingly (i.e. lunch then subtract \$12.00 from the per diem rate).**~~

~~For travel **outside of Georgia**, the federal per diem rate from the U.S. General Administrative Services Administration can be used at the discretion of the~~

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~~authorizing party. Rates can be found at www.gsa.gov/perdiem. The employee will attach a printout of the webpage and attach to the Travel Expense Report. Receipts will not be required for requesting reimbursement. Reimbursement for DPD Cadets attending the Basic Law Enforcement Academy will continue to be reimbursed at \$30 per day.~~

~~6. **Day of travel to and from event** will be paid at 75% of the per diem rate which is \$34.50, if the event is more than 150 miles from Dalton. If less than 150 miles, then at 50% of per diem which is \$23.00. Substantiation of mileage is required for reimbursement.~~

~~**G. Single Day Trips Outside Whitfield County**~~

~~Travel outside of Whitfield County for a conference, training, or other authorized City business is eligible for **actual meal expenses** of up to 75% of per diem rate which is \$34.50, at the discretion of the authorizing party. Actual receipts will be required and attached to the Travel Expense Report.~~

~~**H. Business Meals**~~

~~6. **Management** The Chief of Police or his / her designee may be is required to meet with persons of other governments and or professional associations in which the exchange of information will prove to be beneficial to the City. In this situation, it may be deemed appropriate to pay for the cost of the meals for the employee or official and the guest of the City. A receipt shall be attached to the City of Dalton's Business Travel Expense Report upon submission for reimbursement.~~

~~Reimbursements are subject to the following:~~

- ~~a. The requesting party is a Department Head, City Administrator, or Elected Official.~~
- ~~b. A receipt is provided.~~
- ~~c. A Travel Expense Report is submitted.~~

~~**I.C. Transportation**~~

It is the responsibility of each employee and official to choose the least expensive mode of transportation that conforms to this policy.

~~1. Air, Rail, and Bus~~

~~Air, rail, and bus ~~is~~ are acceptable **modes of travel** for destinations not within reasonable driving distance. Transportation ~~will~~ shall be obtained at the most economical rate. "Economy" or "tourist" level shall be obtained ~~at~~ for the most economical mode of travel, where available. Receipts are required for reimbursement or payment of transportation costs.~~

~~2. City Department Vehicles~~

~~a. The use of a **City Department** vehicle is authorized for City business purposes only. **City Department** vehicles ~~can~~ shall only be driven by **City Department** employees ~~or officials~~. The requirements and responsibilities of an employee driving a Department vehicle include:~~

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~~1. City employee responsibilities as driver of a City vehicle:~~

1. Must possess a valid driver's license
2. Be insured by the City's vehicle insurance policy
3. Be the only person to drive / operate the vehicle
4. ~~Seat belts~~ Must wear safety belts ~~be worn~~ at all times during operation of vehicle.
5. ~~Forbidden to~~ Prohibited from operating the vehicle while under the influence of alcohol, drugs, or any medications that may impair the ability to operate the vehicle
6. ~~The use of tobacco in any form is prohibited in City vehicle.~~ Prohibited from using any form of tobacco while in a Department vehicle
7. ~~Employee is required to~~ Immediately report any damage to the vehicle to ~~his / her immediate~~ a Supervisor or ~~department head~~ Division Commander

~~2.b.~~ When more than one City employee is attending the same conference, meeting, training, ~~etc.~~ or other event, City the employees will shall ride-share in City Department vehicles, ~~that are assigned to that department~~ when feasible. If space is available in a City Department vehicle, but an employee chooses to use his / her personal vehicle, then that employee will shall not be reimbursed for mileage.

c. Gas cards ~~assigned to City vehicles~~ should be used for all gas and oil purchases while traveling. No other purchases, such as food or drinks, is allowed to be charged on the gas card. Gas cards are kept in the Property and Evidence Section and must be signed out for use and signed in upon return.

~~3.~~ Personal Vehicles

Use of a personal vehicles is allowed when a City Department vehicle is not available ~~within the department~~ and ~~must be~~ is pre-approved by a Division Commander.

a. The reimbursement rate is the per diem business rate published by the Internal Revenue Service as a cents per mile reimbursement. This amount changes periodically and can be found on the Internal Revenue Service website. This rate covers fuel, maintenance, and liability and physical damage insurance costs of the personal vehicle.

~~1. Employees receiving a monthly auto allowance will not be reimbursed per mileage since the employee is being compensated for business use of vehicle on~~

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~~a monthly basis.~~

- ~~2.b.~~ When more than one employee is attending a particular function, separate car allowances are not approved unless separate arrival and departure times are dictated by other City business or the vehicle will not accommodate the number of people attending the function (normally four persons) and another City Department vehicle is not available. It is the responsibility of the authorizing party to document and approve.
- ~~3.c.~~ The employee must submit a Business Travel Expense Report documenting mileage driven for City business before reimbursement will be made. ~~Reimbursement requests should be made at least on a monthly basis.~~ The authorizing party is responsible for ensuring that the total number of miles is correct.

~~K.4.~~ Rental Cars

- a. Rental vehicles are not to be used unless the cost is less than that of other available transportation, such as taxis, shuttles, or mass transit, and local transportation is not available. The use of a rental vehicle must be pre-approved by a Division Commander.

~~1. The use of a rental car must be justified as an economical need and not as a matter of personal convenience. Vehicles may be rented when:~~

- ~~a. Local transportation is not available.~~
- ~~b. The cost of local transportation equals or exceeds the cost of renting an automobile.~~

~~2.b. When renting a vehicle:~~ Rentals will shall be limited to “mid-size” cars vehicles with standard accessories, unless special circumstances dictate a larger vehicle.

- c. Rentals will be covered by appropriate insurance, as required by applicable state laws.
- d. City and Department policies and procedures governing the use of vehicles will shall apply to rental vehicles.
- e. Receipts are required for reimbursements of all rental car costs, including gasoline fuel. The rental agreement must accompany the reimbursement request.

~~L.5. Local Ground Transportation and Parking~~

~~Local transportation and parking costs incurred while out of town for City business will be reimbursed. All reimbursement requests must have a receipt and be submitted with the Business Travel and Expense Reimbursement Request Report.~~

~~M.D.~~ Registration Fees

~~Registration fees for conferences, seminars, continuing professional education, and training events associated with City business and the professional~~

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~~development of employees in regards to their employment are reimbursable when supported by proper documentation~~ should be prepaid with a Department credit card or City check upon registration. If an employee is required to personally pay for the registration fees, proper documentation, which may include a registration form, event agenda, registration confirmation, or other information, shall be submitted with the Business Travel Expense Report. ~~is that which provides information about the course (date, place, time) and course attendee. The following are examples of proper documentation:~~

- ~~a. Registration form~~
- ~~b. Brochure or agenda~~
- ~~c. Screenshot from vendor website detailing event~~
- ~~d. Email from agency conducting event~~

N.XII. Non-allowable Expenses

~~It is the policy of the City to reimburse the City employee or official for all reasonable and necessary costs incurred while transacting City business; however,~~ There are specific types of expenses which are considered personal in nature and not reimbursable. These expenses specifically include, but are not limited to:

- A. Air travel and other personal trip insurance
- B. Barber, manicurist, shoe polish
- C. Briefcases, ~~suitcases~~, or other items of personal use
- D. Entertainment expenses (airline headsets, theater or movie tickets, sporting events, etc.)
- E. Personal reading materials
- F. Repairs, maintenance, or insurance on personal vehicles
- G. Traffic fines or court costs
- H. Unauthorized trips, gifts, donations, or club memberships
- I. Lost or stolen personal property while traveling on City business

O. PROCEDURES

Travel Advances

~~Travel advances for lodging, meals, travel, registration, and incidentals will not be granted for authorized travel. The prepayment for hotels and registration as well as the provision of per diem reimbursement as stated herein alleviates the need for the use of travel advances.~~

XIII. Expense Reimbursement Procedures

~~1.A.~~ Upon returning from the properly authorized trip, the employee will present to the authorizing party a complete itemization of all trip expenses on a Business Travel Expense Report. This final expense statement, with all required receipts and deductions of prepayments (registration fee, hotel, per diem amounts, etc.), ~~will~~ shall be submitted to the

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authorizing party within thirty (30) days after returning from the ~~authorized~~ trip. The authorizing party will review, sign, date, and properly submit the itemization of expenses to the City Finance Department.

B. Guidelines for Completing the Business Travel Expense Report

~~a.1.~~ Overnight travel

- a. Must have a hotel receipt, even if lodging was prepaid by a City check or Department credit card
- b. Any exception must be noted on the report (stayed in training facility, stayed with relative, etc.).

~~b.2.~~ Registration

- a. Must have documentation of registration, even if prepaid by a City check or Department credit card (registration form, brochure, agenda, etc.)
- b. If no registration fee applies (i.e. training provided free of charge), it must be noted on the report along with documentation (i.e. email from host agency, agenda, etc.).

~~c.3.~~ Meals

- a. If claiming meal reimbursement or per diem associated with an event, must provide supporting documentation for event that evidences date, time, and place (brochure, agenda, registration form, etc.)
- b. ~~If claiming per diem rate for out of state travel,~~ Must provide printout of GSA website for ~~that state and city/region~~ the rate of the location of the event ~~evidencing rate.~~
- c. If claiming a per diem rate less than the maximum rate (meal included in registration, training facility provides food at lessor cost, etc.), it must be noted on report.

~~4.C.~~ The Finance Department will audit Business Travel Expense Reports to determine mathematical accuracy, cross-reference amounts to receipts, and review appropriateness of expenses within the guidelines of this policy. Upon determination of accuracy, the reimbursement request will be processed and a payment made to the employee ~~or official.~~

~~2.D.~~ Submission of an inaccurate Business Travel Expense Report will be returned to the Department for correction and resubmission.

~~3.E.~~ Any employee who knowingly submits a false claim for reimbursement may be subject to disciplinary action up to and including termination.

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This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO89-3.3
<i>Subject</i> Uniform and Employee Appearance Standards		
<i>Reference</i>		<i>Revised</i> September 25, 2018 October 22, 2019
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> September 2020 October 2021	<i>No. Pages</i> 13

I. **Policy**

It is the policy of the Dalton Police Department that members of the ~~Police~~ Department will be neat, clean, and well-groomed in their personal appearance while on duty. Members of the Department will follow all the rules and regulations in regard to the wearing of the police uniform, civilian dress, accessories, and related equipment.

II. **Purpose**

The purpose of this directive is to establish a guideline detailing professional grooming and uniform standards that contribute to uniformity of appearance, professionalism, esprit de corps, officer safety, and to assist the general public in properly identifying members of this Department.

III. **Procedure**

A. Personal Appearance – General **Guidelines**

All members should keep in mind that the average citizen does not normally come into frequent personal contact with ~~Police~~ Officers or other ~~Police~~ Department members. ~~The~~ A citizen will often form an opinion of the image of the entire Department based upon a single personal contact with an individual member. The most carefully designed and selected uniform of the best quality and tailoring cannot compensate for the Officer who does not maintain it properly and who is sloppy in appearance. All members ~~will~~ shall pay particular attention to personal hygiene and grooming.

1. At all times, while on duty, all members of the ~~Dalton Police~~ Department shall be well-groomed, neat in appearance, and in conformance with all uniform and appearance standards established herein.
2. No member of the ~~Police~~ Department will permit anyone from outside the Department to use or wear any **piece of equipment or** item of the official police uniform without approval of the Chief of Police.

3. A member of the ~~Police~~ Department may be held accountable for the repair or replacement of any ~~item~~ piece of equipment or ~~part~~ item of the official police uniform ~~which~~ that is lost or damaged because of negligence.
4. Under no circumstances will part of the official police uniform be mixed with the wearing of civilian clothes, except for the duty weapon.
5. Officers below the rank of a Sergeant shall be issued a two-toned badge and silver shirt accessories. Sergeants and above shall be issued a gold badge and accessories.
6. The official badge of the ~~Dalton Police~~ Department is a solid gold or a two-tone badge that designates the rank of the Officer across the top. The Department name is printed below a silhouette of the Police Services Center building, which is below the multi-colored City of Dalton seal.
7. When necessary, the Chief of Police or his / her designee may prescribe other types of clothing in order to attain Department goals or give special permission to deviate from the approved uniform list.
8. All uniform purchases will be made from the approved list of uniform items maintained and updated by the Property and Evidence ~~custodian~~ Technician(s). Changes made to the approved uniform list must be approved by the Chief of Police.
9. Watch ~~Supervisors~~ Commanders shall inspect employees at the beginning of their tour of duty to ensure that their uniforms / clothing is complete, clean, and neat.
10. All members shall wear their false teeth, if applicable, unless a medical reason, supported by a doctor's recommendation, prohibits them from doing so, ~~supported by a doctor's recommendation~~.

B. Personal Appearance of Employees

1. Hair Styles – Sworn Employees
 - a. Hair styles will be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
 - b. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.
 - c. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and will not interfere with officer safety and effectiveness.
 - d. The Chief of Police may excuse employees that are assigned to specialized duties, such as the Drug Enforcement Unit, from the hair and grooming standards.

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2. Sworn Male Hair Standards

- a. Hair will be trimmed neatly and will not cover or extend over the ears.
- b. The hair may touch the top of the uniform shirt collar in normal posture but may not cover it.
- c. Sideburns shall not extend below the middle of the ear and will not be flared.
- d. Mustaches must be small, neatly trimmed, and not extend below the upper lip.
- e. Beards, including goatees, may be worn at the discretion of the Chief of Police. When worn, beards must be neatly trimmed and no longer than half an inch in length.
- f. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

3. Sworn Female Hair Standards

- a. Hair shall be neatly trimmed, shaped, and in a style that permits wearing of the uniform hat, baseball cap, or other Department emergency equipment.
- b. Hair longer than the bottom of the uniform shirt collar must be pulled back and up, and it cannot extend below the bottom of the uniform shirt collar.
- c. Hair accessories must be conservative in style and color coordinated with the uniform.
- d. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

4. Non-Sworn Employee Hair Standards

- a. Hair styles will be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
- b. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.

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- c. Hair must be styled in such a manner as to not interfere with assigned duties, specialized equipment, or employee safety and effectiveness.
- d. Mustaches and beards are allowed for non-sworn male employees but must be neatly trimmed.

~~c. Sworn female Police Officers~~

~~(1) Hair shall be trimmed neatly and will not extend below the bottom of the shirt collar.~~

~~(2) Hair accessories must be conservative in style and color coordinated with the uniform~~

~~1. Hairstyles shall look professional and be of a conservative nature.~~

~~2. There shall be no hair length limitations for non-sworn females as long as it does not affect job performance or safety.~~

~~c. Sworn females Police Officers~~

~~1. Hair shall be trimmed neatly and will not extend below the bottom of the shirt collar be of a conservative nature.~~

~~2. Hair accessories must be conservative in style and color coordinated with the uniform.~~

~~2. Sideburns — Shall not extend below the middle of the ear and will not be flared.~~

~~3. Beards — Will May be worn at the discretion of the Chief of Police.~~

~~4. Mustaches — Small and neatly trimmed are permitted but will not extend below the upper lip.~~

5. Jewelry

- a. All employees may wear jewelry that is clean, neat, and of a style that presents a professional appearance, is not offensive to others, and is consistent with the type of assignment and duty performed.
- b. No ring shall be worn that interferes with the use of equipment or hinders the use of the hand and fingers. No more than one ring may be worn on each hand (a wedding band and engagement ring count as one ring).
- c. Sworn members, while in uniform, may wear one watch, one bracelet, and a necklace that is not visible. A medical alert bracelet and / or necklace is permitted.

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- d. Non-sworn members are permitted to wear one earring stud per natural earlobe. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited. Sworn members are not permitted to wear earrings.
- e. No tongue studs or visible body piercing shall be worn.
- ~~a. Non-uniformed personnel — There shall be no limitations on the wearing of jewelry, provided it presents a professional image and does not affect job performance or safety.~~
- ~~b. Uniformed personnel~~
 - ~~1. The wearing of necklaces and other ornamental jewelry, visible around the neck, shall be prohibited while in uniform.~~
 - ~~2. One ring on each hand is permitted. (A wedding band and engagement ring count as one.)~~
 - ~~3. One watch is permitted.~~
 - ~~4. Conservative earrings are permitted for females and must be smaller than one half (1/2) inch in diameter.~~
 - ~~5. Medical alert bracelets and / or necklaces are permitted.~~
- 6. Cosmetics – ~~All Female Personnel~~ Appropriate cosmetics, conservative in nature, are permitted. The coloring and length of fingernails will shall be conservative, ~~as well as the length of the fingernails.~~
- 7. Tattoos – While on duty, in uniform, or representing the Department as an employee, all employees shall adhere to the following guidelines for tattoos, body art, and / or branding.
 - a. No employee shall display any tattoo, body art, or branding on their person. One wedding band tattoo on the left ring finger is acceptable, if discreet and professional in appearance.
 - b. All tattoos not in compliance with this guideline must be covered with additional clothing, a bandage(s), or a ~~flesh-colored/navy/black~~ sleeve that is either flesh-toned, navy blue, or black in color.
 - c. As an alternative to the sleeve or bandage, Officers may wear a long sleeve uniform shirt without a tie or turtleneck dickiey during the summer months.
 - d. The Chief of Police may authorize specific employees to display tattoos while assigned to specialized ~~units duties~~, such as the Drug Enforcement Unit or the Safe Streets Task Force, ~~or other specialized duty~~. Authorization will be given on a case-by-case basis.

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IV. Uniform Classes

A. Class A - Official Dress Uniform

This class uniform shall be considered the official dress uniform and is to be worn for the following:

1. Funerals, ~~and~~
2. Any event / detail, as directed by the Chief of Police or his / her designee

This uniform shall consist of uniform trousers, uniform long-sleeve shirt, dress ~~cap hat~~, uniform tie, approved black plain-toe uniform ~~approved~~ footwear, and black socks. All garments shall have the proper rank designation, uniform emblems, nameplate ~~tag~~, badge, and ~~cap hat~~ device.

B. Class B - Official Working Uniform

This uniform shall be worn for normal, daily duty in accordance with the following guidelines:

1. Uniform trousers
2. ~~Seasonal~~ Uniform shirt, either short or long sleeves
3. Uniform jacket (The raincoat may be substituted.)
4. Uniform sweater worn over the uniform shirt with an LAPD navy blue or black turtleneck dickey or tie
5. Seasonal hat
 - a. The fur cap may be ~~substituted~~ worn if the weather conditions dictate.
 - b. A Departmentally-approved baseball cap may be worn under the following conditions:
 1. When directing traffic outside the vehicle
 2. When outside the vehicle in inclement weather
 3. During special events / details, when approved
 4. During specialty assignments that require extended time in direct sunlight
 5. When authorized by the Chief of Police or his / her designee
 - c. Baseball caps ~~should~~ shall not be worn inside buildings unless as a continuation of one of the above conditions.

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- d. Baseball caps shall be worn squared and centered on the head.
6. An LAPD navy blue or black turtleneck dickey or tie will be worn with the long-sleeved uniform shirt. The tie will be worn when appearing in court and while working or appearing at city government meetings. (The approved baseball cap should never be worn with a tie).
 7. If visible, a black or navy blue undershirt (t-shirt, compression shirt, etc.)
 8. Black, plain-toe, uniform-approved footwear, as approved
 9. Socks, black or navy blue in color
 10. ~~Uniform~~ Duty weapon with a black basket weave patterned duty-belt and duty-holster
 11. Black basket weave patterned magazine pouch and two duty weapon magazines (a 3rd third duty weapon magazine is optional)
 12. Black, gray, or silver handcuffs and in a black basket weave patterned handcuff case (a 2nd second set of handcuffs is optional)
 13. Impact tool in a black basket weave patterned holder (optional)
 14. Black leather gloves (optional)
 15. OC spray and holster in a black basket weave patterned holder (optional)
 16. Taser in a black duty-holster (provided it is functional)
 17. Department-issued flashlight in a black basket weave patterned holder (an additional tactical flashlight with in a black holster holder is optional)
 18. Cell phone and in a black or gray holder (optional may be worn on the uniform as long as the phone does not distract from the uniform or duty belt)
 19. Tourniquet and in a black holder (optional)
 20. Portable radio in a black holder
 21. Black basket weave patterned pouch with nitrile or latex gloves (optional)
 22. Body-worn camera (if assigned)
 23. Any other item approved by the Chief of Police

C. **Class D - Training Uniform**

This uniform is composed of a black or navy blue knit golf shirt with the Department insignia, beige, khaki, or brown casual (khaki-type) pants with coordinating gear, and casual shoes or black, plain-toe uniform approved footwear. Athletic shoes

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will not be worn. This uniform may be worn at the discretion of the Chief of Police or his / her designee ~~and shall be purchased by the employee.~~

The Departmentally-approved baseball cap may also be worn with the training uniform at the direction of the Chief of Police or his / her designee.

In all situations, unless changed or dictated by the course instructor, the official ~~DPD~~ working uniform will be acceptable for training.

1. Classroom training – Appropriate dress for the classroom environment will consist of the training uniform or casual (khaki-type) pants and a shirt with a collar. Uniform boots or shoes will be worn. Casual dress shoes in black or brown are also acceptable. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
2. Firearms and defensive tactics training – Clothing will consist of BDU or 5.11 style pants and a comfortable shirt (dictated by the weather). In addition, a hat with a bill is required at the firearms range. Uniform boots or shoes will shall be worn. No tank tops, jeans, shorts, tennis athletic shoes, or offensive t-shirts are allowed.
3. Out-of-town training – The standard of dress for off-site training will be the same as if the employee were attending Agency-sponsored training. Off-site training means refers to training away from the facilities of the Dalton Police Department.
4. Exceptions – The instructor or sponsor of the training course may dictate or require alternative clothing or footwear that is applicable for the course that is being taught.

D. Honor Guard Uniform

1. This uniform shall be worn by Honor Guard members as directed by the Chief of Police or his / her designee and shall consist of the following:
 - a. High collar dress jacket with Dalton Police Department shoulder patches
 - b. ~~Uniform~~ Trousers ~~with gold stripe~~
 - c. Black socks
 - d. Black high-gloss shoes
 - e. White gloves
 - f. Honor Guard hat with gold hat braid, blue striped hat band, and enameled hat badge
2. The Honor Guard uniform will shall be worn in the following manner:
 - a. No rank will be displayed on the jacket, and the issued police badge will be worn on the left side in the slot provided. The Honor Guard

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pin will be worn centered over the right breast pocket, resting on the top seam of the pocket. No name plate will be worn.

- b. The Honor Guard hat will be worn at all **Honor Guard** functions unless directed by the Chief of Police or his / her designee. The hat badge will be gold with blue enamel and will have "POLICE" in the rank field. Hats ~~and caps should~~ **shall** be worn squared and center on the head.
- c. White gloves will be worn by Honor Guard members when actively engaged in an assignment. When the gloves are not worn, they will be **neatly** tucked into the belt on the right side. The right-hand glove will be removed whenever someone offers to shake hands.

V.E. Wearing of the Dalton Police Department Uniform

A.1. Hats

- 1.a. Hats and caps should be worn squared and centered on the head.
- 2.b. Hats that require a badge on them ~~should~~ **shall** have the proper Dalton Police Department shield in the center of the hat, ~~going~~ **aligned** straight up and down.

B.2. Shirts

- 1.a. ~~An optional~~ whistle chain should be worn on the right shoulder connected to the flap or button of that shoulder, depending on the type of chain issued ~~(Optional)~~.
- 2.b. ~~The~~ badge is worn over the left pocket in the slot provided.
- 3.e. The nameplate ~~tag~~ is worn over the right pocket, centered on the pocket with ~~the~~ pins resting against the top seam of the pocket.
 - a.(1) Officers having at least three (3) years of service may wear a "Serving Since" attachment on the bottom of the nameplate ~~tag~~.
 - b.(2) Officers with the following distinctions may wear a titled nameplate ~~tag~~ holder: D.R.E. (Drug Recognition Expert), Honor Guard, Instructor, P.T.O. (Police Training Officer), ~~and~~ **or** Reconstructionist.
- 4.d. Medals, ribbon bars, and pins ~~and medal bar ribbons~~
 - a.(1) Medals may be worn only on ~~the official~~ dress ~~uniform~~ **and** for ceremonial / ~~official~~ **special** occasions or when stipulated by the Chief of Police. They may be worn on the flap of the right breast pocket, centered one-half (1/2) inch below the top seam.
 - b.(2) ~~The A~~ ribbon bar(s) may be worn above the right pocket above the nameplate on the ~~daily-service~~ **official working** uniform.

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- c.(3) Award of Valor – For each additional Award of Valor, the Officer / ~~employee~~ will be presented a medal and ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other ~~valor~~ award(s) given in the past.
- d.(4) Life Saving Award – For each additional ~~award of The~~ Life Saving Award, the Officer will be presented with a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- e.(5) Award of Merit – For each additional Award of Merit, the ~~Officer / employee~~ will be presented a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- f.(6) Awards from Outside Agencies – An ~~Police~~ Officer receiving any ribbon or medal award(s) from any other police agency may wear them above the nameplate area above the right breast pocket with the approval of the Chief of Police.
- g.(7) Advanced or Specialized Training Pin – Officers may wear one (1) pin that is awarded by an outside agency or association that denotes successful completion of advanced or specialized training. Each pin must be approved by the Chief of Police, and when worn, will be centered over the right breast pocket directly above the nameplate tag, U.S. flag pin, or other award ribbons ~~if worn~~.
- h. American Flag Pin – An American flag pin, issued by the Department, may be worn on the Class A or Class B uniform, centered one eighth (1/8) inch above the name plate. No other flag pins shall be displayed on the uniform.

C.3. Collar Insignia

~~Class A and B Uniform Shirts – When put on the collar, edges of the DPD should be placed about 1/4 inch from the edge of the collar. The insignia should be centered on the collar at a 45-degree angle.~~

1. Non-Supervisor Officers shall wear silver “DPD” insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia will be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45 degree angle.
2. Sergeants shall wear gold “DPD” insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia will be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45 degree angle.
3. Lieutenants shall wear a single one inch gold bar on each side of the collar of the Class A and Class B uniform. The bar will be placed along the inside seam of the collar, about one quarter (1/4) inch from the edge, centered between the top and the point of the collar.

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4. Captains shall wear one inch double gold bars on each side of the collar of the Class A and Class B uniform. The double bars will be centered on the collar at a 45 degree angle.
5. The Assistant Chief of Police shall wear a single gold star on each side of the collar of the Class A and Class B uniform. The star will be centered on the collar.
6. The Chief of Police shall wear two gold stars on each side of the collar of the Class A and Class B uniform. The edges of the set of stars will be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45 degree angle.

D.4. Shoulder Patches

~~Official Patch—~~ The official Agency patch shall be displayed on the right and left shoulder of all uniform shirts, ~~and~~ jackets, ~~+~~ coats, ~~and~~ sweaters and shall be centered one inch below the shoulder seam.

E.5. Rank Identification

- 1.a. Police Officers First Class shall wear a single silver chevron on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
- 2.b. Master Police Officers shall wear two silver chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
- 3.c. Sergeants shall wear ~~gold~~ three ~~gold tier~~ chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
- 4.d. Lieutenants shall wear, in addition to the collar insignia on the uniform shirt, a single one inch gold bar on the epaulets of the uniform coat. ~~one, one inch gold bar, on each side of shirt collar along the inside seam.~~

~~Coat: One gold bar, one inch in size, suitable for wearing on the epaulets of coat.~~

- 5.e. Captains shall wear, in addition to the collar insignia on the uniform shirt, one inch double gold bars on the epaulets of the uniform coat. ~~on shirt two gold bars, suitable for wearing on collar at a 45-degree angle.~~

~~Coat: Two bars, attached in a row, suitable for wearing on the epaulets of coat.~~

6. ~~American Flag Pins~~

- a. ~~The American Flag pin may be worn on the uniform shirt centered 1/8 inch above the name plate.~~

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~~b. Only the American Flag pin that is issued by the Dalton Police Department will be displayed on the uniform.~~

~~7. Cellular Phones~~

~~Cell phones may be worn on the uniform as long as the phone does not distract from the uniform or duty belt.~~

VI. Regulations for Purchasing of Uniforms and Equipment

- A. The annual uniform allowance and equipment accounts and their method of disbursement are determined by the Chief of Police or his / her designee based upon current uniform costs, usage, and unforeseen replacement needs.
- B. The amount of the uniform allowance line item is determined by budget appropriations.
- C. Uniformed employees will not ~~participate in the~~ be provided an annual uniform allowance during their first year of service.
- D. The Department may offer a clothing allowance for certain non-uniformed positions within the Department. The amount of the allowance will be determined by ~~the~~ budget appropriations and shall be dispersed bi-annually as an addition to the employee's regular compensation.

VII. Regulations for Purchasing of Non-Uniform Items and Equipment

~~Department Policy~~

- A. At no time will any sworn or non-sworn employee purchase items not specified in this order and its amendments or related orders without first having received an authorization from the Chief of Police or his / her designee.
- B. At any time, a piece of equipment used by an ~~Police~~ Officer or other employee may be rejected for Departmental use if it has not first received authorization by the Chief of Police or his / her designee.

VIII. Uniform Specifications

A. Uniformed Personnel

The Property and Evidence ~~custodian~~ Technician(s) will maintain a current list of uniform specifications and the proper wearing instructions. Copies will be sent to all uniformed personnel if changes occur.

B. Civilian Attire

- 1. Personnel whose duties allow them to wear civilian attire, those Officers appearing in court out of uniform, or those personnel representing the Dalton Police Department in any other official capacity will wear conservative clothing, which would normally be acceptable as proper by the business community.

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- a. For men, this would be a business suit and tie; sports coat, slacks, and a tie; or casual (khaki-type) pants with Department-approved black button-down collared shirt with Department insignia. For court appearances, male personnel shall wear a business suit and tie or sports coat, slacks, and a tie.
 - b. For women, acceptable clothing would be a dress, skirt or slacks and blouse, business suit, or casual (khaki-type) pants with Department-approved button-down collared shirt with Department insignia. For court appearances, female personnel shall wear a dress, skirt or slacks and blouse, or business suit.
 - c. These uniforms may be worn at the discretion of the Chief of Police or his / her designee, and **any attire not provided by the Department** shall be purchased by the employee. Denim jeans will not be acceptable attire for men or women.
2. Civilian clothing will be clean and neatly pressed, and shoes will be shined.
 3. Special attire shall be allowed when job necessities require it or when approved by the employee's Supervisor.
 4. If ~~the~~ **an** employee is unsure if a specific type of attire is appropriate, ~~then~~ **they he / she** should check with ~~their~~ **his / her** Supervisor before wearing ~~it to work~~ or purchasing the articles of clothing **for work**.
 5. American flag pins can be worn on the left side of the shirt, blouse, jacket, etc. near the heart.

C. Protective Body Armor

1. In order to enhance the **safety and** security of Officers ~~and provide for situations and conditions for the wearing of protective body armor~~, the following job assignments require the wearing of protective body armor while on duty.
 - a. Officers and Supervisors assigned to the Patrol Division
 - ~~b. Bike Patrol Officers~~
 - ~~b.e.~~ Criminal Investigations Division Officers **and Supervisors** when engaged in search and / or arrest situations
 - ~~c.d.~~ All other Officers when engaged in special operations or while performing functions that require the stopping of motorists or arresting violators
 - ~~d.e.~~ All personnel engaged in pre-planned, high-risk situations, such as warrant execution or any other situation where the risk of violence is present.
2. While on duty, Officers not wearing protective body armor shall make their protective body armor available by storing it in ~~his / her~~ **their** Department

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vehicle trunk in a current state of readiness. Investigators shall keep their protective body armor with them while traveling to and from work assignments if accompanying another Investigator.

3. Officers shall wear protective body armor while wearing the training uniform or any other clothing that, while being worn uncovered and openly visible, identifies them as a police officer. Officers may remove the protective body armor while in a training setting, if requested to do so by the instructor.
- ~~3.4.~~ Division Commanders may make exceptions to the aforementioned requirements, ~~that are deemed~~ if appropriate.

D. Knives

1. Knives are not issued by the Department nor authorized for use as a weapon in ~~its~~ their traditional context. However, the Department does recognize that knives are legitimate law enforcement tools of the trade. ~~The knife may be folding or fixed blade. The blade shall not be longer than five (5) inches and can either have a serrated or straight edge.~~
2. While ~~in~~ wearing the official working ~~normal~~ duty uniform or ~~in~~ civilian attire, Officers may carry a folding knife in a specifically designed holder on the duty belt or in the pocket.
3. The blade shall not be longer than five (5) inches and can either have a serrated or straight edge.
4. Folding knife blades will not be casually visible to the public, except during intentional use.
5. A fixed-blade knife may also be worn but must be carried concealed.
6. Supervisors shall be responsible for inspecting all knives carried on-duty by their subordinates to ensure compliance with this directive.

~~VI~~IX. Uniform / Equipment Replacement

- A. The Department issues uniforms and equipment to all Officers. Officers are responsible for all issued uniforms and equipment and are required to maintain them in a state of operational readiness, ~~and to provide~~ing for their general upkeep.
- B. Whenever a uniform item or piece of authorized equipment needs to be replaced or purchased, a Uniform Allowance ~~request~~ Report form (Appendix A) shall be filled out and signed by the requesting Officer and forwarded to his / her Supervisor. ~~(See Appendix A).~~

An explanation detailing the reasons must accompany any request for purchase of authorized items from other than the designated primary vendor.

- C. The Division Commander shall either concur or not concur with the recommendation and forward the request to the Property and Evidence ~~custodian~~ Technician(s) or back to the Department member that requested the item.

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- D. After a request is received by the Property and Evidence ~~custodian~~ Technician(s), the order will be placed with the primary vendor.
- E. The cost of any purchase ~~not approved in advance of purchasing of~~ unauthorized uniform items or equipment shall be the responsibility of the individual Officer.

~~VIII~~X. **Central Issued Equipment File**

The Property and Evidence ~~Custodian~~ Technician(s) shall maintain a central file containing all ~~SPTEQUIP-20060511~~ Property Issue / Return Forms, which tracks ~~of~~ the issued equipment for each member of the Agency.

~~IX~~I. **Auxiliary Uniform**

All auxiliary members of the Department shall wear a uniform that will clearly distinguish them from sworn Officers. ~~See Explorer's S.O.P.~~ The Dalton Police Explorers' Standard Operating Procedures manual provides the standards for the Explorer uniform.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

UNIFORM ALLOWANCE REPORT

Date _____

The undersigned requests authorization to expend funds from the uniform allowance in accordance with GO89-3.3 as amended for the following reasons:

- _____ Replacement
- _____ New equipment
- _____ Other _____

_____ Items Requested

Item Name	Description	Item Number

_____ Requested by

I recommend that above-named employee's request/order be _____ approved _____ not approved.

Comments: _____

Date _____ Supervisor _____

I _____ concur _____ do not concur with recommendation.

Comments: _____

Date _____ Division Commander _____

EPF UAR 920413 R1011

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-3.5
<i>Subject</i> Physical Readiness Program		
<i>Reference</i>		<i>Revised</i> October 25, 2016 October 22, 2019
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 25, 2018 October 2021	<i>No. Pages</i> 15 24

I. **Policy**

It is the policy of the Dalton Police Department to provide a Physical Readiness Program (PRP) that will benefit the physical and emotional well-being of all Members of the Department while providing reasonable assurance that each Member can perform the essential functions of his / her job. The Assessment and the Job Task Simulation Test are the official physical readiness tests for the Department, and they replace any prior physical fitness and / or physical readiness tests or standards.

II. **Background**

It is beyond dispute that law enforcement job functions require physical readiness. All Members shall be capable of safely and effectively performing all duty assignments without undue risk to themselves, other Members, and the general public.

The components of physical readiness (cardiovascular endurance, anaerobic power, muscular strength and endurance, explosive leg power, and agility) underlie and predict the ability to perform job functions. Research indicates that a sound, vigorous, personal health, and exercise program is the most effective countermeasure against various maladies, such as sudden, fatal heart attacks. Members must accept the responsibility to develop and maintain healthy lifestyles that will enhance their ability to meet the physical and emotional demands of the job.

III. **Fit for Duty**

It shall be the responsibility of each Member to maintain an "acceptable" level of physical readiness. "Acceptable" level means that a Member, when reporting for duty or when called upon to take police actions, be at a level of health and physical readiness necessary to perform job functions in an appropriate and effective manner without undue risk to his / her health and safety or that of the general public.

IV. **Definitions**

- A. *Aerobic Capacity* - a measure of the body's maximum ability to take in, transport, and utilize oxygen to sustain work activity, such as a sustained foot pursuit.

- B. *Agility* - the ability to generate speed, start and stop, and to change direction. Agility is expressed during tasks such as a foot pursuits.
- C. *Anaerobic Power* - the body's ability to perform short, intense bouts of activity such as short sprints, stair climbs, or use of force.
- D. *Applicant* – A person that has applied, and is currently testing, for a sworn position within the Department
- ~~D.E.~~ *Assessment* - a test that establishes the minimum physical fitness required by applicants or incumbents for the position of a sworn Officer.
- ~~E.F.~~ *Explosive Leg Power* - the ability to generate force rapidly. This is expressed when jumping or vaulting over obstacles for instance.
- G. *Incumbent* – A person that is currently employed by the Department
- ~~F.H.~~ *Job Task Simulation Test* - a test that measures the ability to perform a specific physical tasks of the job, such as pushing a car, jumping a fence, etc.
- ~~G.I.~~ *Muscular Endurance* - the ability of a muscle to sustain a sub-maximal force. Muscular endurance contributes to successful performance of carrying objects or in sustained use of force encounters.
- ~~H.J.~~ *Muscular Strength* - the ability of a muscle to generate maximal force one time. This is important in lifting people or objects in pushing objects, such as a disabled vehicle.
- ~~I.K.~~ *Physical Readiness* - the state of having sufficient energy to efficiently and effectively carry out job functions on a daily basis, including the ability to respond effectively to emergency situations.
- ~~J.L.~~ *Physical Readiness Program (PRP) Coordinator* - a Member trained and certified by an expert and / or an approved Agency as a fitness coordinator.
- ~~K.M.~~ *Physical Readiness Program (PRP) Manager* - a physical readiness coordinator designated by the Chief of Police to oversee the physical readiness testing and programming.
- ~~L.N.~~ *Physical Readiness Standards* - those standards which measure a Member's ability to perform essential job functions.
- ~~M.O.~~ *Pre-Service Applicant* - a candidate for employment who has successfully completed the Georgia Basic Mandate Law Enforcement Training Course through the pre-service training program.

V. **Benefits of Physical Readiness**

- A. Personal Benefits
 - 1. Improved officer safety

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2. Improved general health
 3. Increased energy levels
 4. Improved self-image and public respect
 5. Confidence
 6. Improved appearance; a noted psychological factor when **dealing** **interacting** with the public
 7. Better health and longevity
 8. Better job performance
- B. Management Benefits
1. Improved job performance
 2. Reduced sick leave
 3. Improved employee performance
 4. Lower frequency of accidents
 5. Improved morale of employees
- C. Extended Capabilities of Law Enforcement Employees
1. Poise
 2. Confidence
 3. Stress management
 4. Career survival

VI. **Responsibilities**

A. Training Instructors

It is the responsibility of any Training Instructor to monitor and evaluate a participant during his / her training and to report any potential challenges that a participant may be having that could adversely affect his / her ability to safely perform the training exercises and / or to safely perform the essential functions of his / her job.

B. ~~Patrol~~ Police Training Officers

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It is the responsibility of ~~the Patrol Police~~ Training Officers to identify, evaluate, and report any circumstance or behavior of ~~trainees Recruits~~ that would be indicative of an apparent lack of fitness for duty.

C. Physical Readiness ~~Program~~ Coordinators

It is the responsibility of the ~~Physical Readiness PRP~~ Coordinators to ensure a safe environment for physical readiness testing and to report any behavior that may indicate a lack of fitness for duty.

D. Physical Readiness Program Manager

It is the responsibility of the ~~Physical Readiness Program PRP~~ Manager to ensure the overall effectiveness of the ~~Physical Readiness Program PRP~~ and to exercise functional authority over the ~~PRP~~ Coordinators and the ~~Physical Readiness Program PRP~~.

E. Supervisors

It is the responsibility of ~~the~~ Supervisors to document any circumstances or behavior by a Member that may be indicative of a lack of fitness for duty.

VII. **Procedures**

- A. All sworn Officers are required to participate in the Physical Readiness Program.
- B. All sworn Officers that are assigned to positions ~~that indicate~~ in ~~which~~ their job description ~~indicates~~ that they must possess the physical capabilities to perform ~~the~~ essential job-related tasks ~~must should strive to~~ meet the established standards of the Physical Readiness ~~Program~~ Assessment.
- C. The Assessment ~~will shall~~ take place ~~in March of each year~~ ~~annually at a time designated by the PRP Manager~~, unless directed otherwise by ~~the Program Manager or~~ the Chief of Police.
- D. All applicants for a sworn position must meet the established standards before being considered for employment.
- E. Applicants ~~and incumbents~~ must meet the ~~applicant~~ standards in all ~~seven six (7) (6)~~ areas of the Assessment to meet the standards of the ~~Physical Readiness Program-PRP~~.
- F. ~~Recruits that did not meet the incumbent standards during the selection process shall be required to participate in the Assessment no later than two (2) weeks after completion of the PTO Program. These Recruits shall be tested at the incumbent standards at that time.~~
- ~~F.G.~~ Before taking the Assessment, all incumbents ~~will shall~~ be required to complete a medical questionnaire (PAR Q) and be cleared to ~~test participate~~ by a ~~Physical Readiness PRP~~ Coordinator (Appendix A). If the incumbent is not cleared for

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testing, the incumbent ~~will shall have to~~ obtain a medical release from a licensed physician stating that he / she is approved to participate in the Assessment (Appendix B).

- G.H. Before taking the Assessment, all applicants ~~will shall~~ be required to have a medical release form signed by a licensed physician stating that the applicant is approved to participate in the Assessment (Appendix B).
- H.I. In lieu of the medical release form, all pre-service applicants may submit a Physician's Affidavit from their Peace Officer Application for Certification, affirming the candidate has no physical, emotional, or mental conditions that might adversely affect his / her ability to perform the duties of a Peace Officer or take part in training programs relative to law enforcement. The affidavit must have been signed by a licensed physician within six (6) months of the Assessment.
- J. **Physical Readiness Assessment Score Sheets (Appendix E) shall be used to document each Member's Assessment results.**

VIII. **Duty Status / Medical**

- A. Members shall report for their Assessment at the time and place specified by the ~~Physical Readiness Program~~ PRP Manager.
- B. Members unable to participate in the Assessment for medical reasons ~~will shall~~ be evaluated by a licensed physician to determine if they are able to perform the essential functions as listed in their job description.
- C. ~~A Members~~ who returns from injuries / extended illnesses greater than thirty (30) days or returns from light duty ~~will shall~~ be directed by the Chief of Police or his / her designee to submit a medical ~~release clearance~~ form (Appendix B) indicating ~~they he / she is are~~ able to perform the essential functions as listed in ~~the his / her~~ job description and also must be cleared to participate in the Assessment.
- D. Members who return from injuries, extended illnesses, or light duty, ~~as directed by the Chief of Police or his / her designee, will shall~~ be required to ~~meet the established standards at~~ participate in the next regularly scheduled annual Assessment ~~or as directed by the Chief of Police or his / her designee.~~

IX. **Physical Readiness Standards**

- A. The ~~Physical Readiness~~ "Standards" contained in ~~this the program~~ Physical Readiness Program have been validated and are established based upon the physical abilities necessary to perform the job functions ~~at of~~ the Dalton Police Department.
- B. The Assessment shall be comprised of the following tests and standards for incumbents:
 - 1. Vertical jump – 13 inches

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2. Sit-ups – 32 in one minute
3. Push-ups – 20, with no time limit
4. 300 Meter Run – 73.8 seconds
5. 1.5 mile run – 17 minutes, 48 minutes/seconds
6. Bench press – 1 Repetition of 67% of body weight
- ~~7. Agility Run – 17.9 seconds~~

C. A complete description of the testing process ~~and standards~~ can be viewed in Appendix C.

D. Rating of Performance

1. When a Member takes the Assessment and passes all six (6) events, he / she shall be given a rating of Meets Standards (MS).
2. When a Member takes the Assessment and fails less than three (3) of the tests, he / she shall be given the chance to retake the tests that he / she failed no later than ten (10) days after the initial Assessment. If the Member fails the retake, he / she shall be given a rating of Requires Improvement (RI).
3. When a Member takes the Job Task Simulation Test and successfully meets the listed standards, he / she shall be given a rating of Meets Standards (MS). If a Members fails to meet the Job Task Simulation Test standards, he / she shall be given a rating of Requires Improvement (RI).
4. Any Member that receives a rating of RI and has not been deemed unfit for duty by a licensed physician shall be afforded the opportunity to work with any of the Department's PRP Coordinators in an effort to improve his / her ability to pass the Assessment and improve his / her overall fitness level.

E. The ability or inability to participate in and pass the Assessment or Job Task Simulation Test may be considered as part of any promotional process or assignment to a specialized position.

F. The goal of the PRP is to encourage Members to keep their physical fitness at a satisfactory level and to assist those Members that wish to improve their physical readiness.

X. **Assessment Results / Appeal**

A. Members who do not meet the established standards ~~will~~ shall be allowed to retake any portion of the Assessment no sooner than twenty-four (24) hours and no longer than ten (10) calendar days after testing, ~~re-doing~~ attempting just only those ~~standards~~ tests that were not ~~met~~ passed. The Member ~~will~~ shall have

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- only one opportunity to retake the ~~portions of the~~ Assessment tests they failed to ~~meet the standards for~~ pass.
- B. Applicants who fail to meet ~~more than one~~ the standards for three (3) or more of the established standards are not eligible to retake any portion of the Assessment.
- C. Applicants who do not meet all of the established standards ~~will~~ shall be allowed to retake ~~one (1)~~ two (2) portions of the Assessment no sooner than forty-eight (48) hours and no longer than fourteen (14) calendar days after testing, ~~re-doing~~ attempting just ~~the those standard~~ tests that were not ~~met~~ passed.
- ~~C.D.~~ If a Member is not able to meet the established standards, ~~they~~ he / she may elect to participate in a Job Task Simulation Test. The Job Task Simulation Test ~~will~~ shall be conducted within twenty (20) calendar days from the Member's initial Assessment test date. A Member ~~will~~ shall only be able to participate in the Job Task Simulation Test once per calendar year.
- ~~D.E.~~ The Job Task Simulation Test shall be comprised of the following tests and required completion times:
1. Roadway Clearance: 36 seconds
 2. Victim Extraction: 23 seconds
 3. Fugitive pursuit and arrest: 2 minutes, 19 seconds
- F. A complete description of the Job Task Simulation Test process can be viewed in Appendix D.
- G. If the Member fails to meet the established standards of the Job Task Simulation Test, the Member may appeal to the Physical Readiness Program Manager or Chief of Police to retake the Assessment after ten (10) calendar days. If the Member is able to successfully complete the Assessment by passing all six (6) events, the Member shall be given a rating of Meets Standards (MS).
- H. If the Member is unable to successfully complete the Assessment by passing all six (6) events and fails to pass the Job Task Simulation Test, he / she shall be allowed to remain on active duty but shall be required to demonstrate improvement toward meeting the physical readiness standards.
1. Upon the Member's failure to meet the physical readiness standards, he / she shall be provided with fitness and health guidelines intended to support improvement toward meeting the standards.
 2. The Support Services Operations Supervisor shall notify the Member's immediate Supervisor, the Member's Division Commander, and the Chief of Police of the failure to meet the physical readiness standards.

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3. The Member shall receive counseling from his / her immediate Supervisor and the failure shall be documented in Guardian Tracking and noted in his / her annual performance evaluation.
- I. Upon failure to meet the established standards for any second consecutive Assessment period, the Member shall be subject to a staff review of physical readiness. The staff review shall include the Support Services Operations Supervisor, a PRP coordinator, the Member's direct Supervisor, and the Member's Division Commander. The purpose of the review is to evaluate the Member's physical readiness status, including, but not limited to, the following:
 1. The Member's recorded participation in the Physical Readiness Program
 2. The Member's progress toward meeting the physical readiness standards
 3. The Member's job performance as related to physical readiness
 4. Any other factors relevant to the Member's fitness level and the Member's inability to meet the physical readiness standards
 - J. At the conclusion of the staff review, the Member's Division Commander shall make a recommendation to the Chief of Police as to what, if any, action should be taken regarding the Member's failure to meet the physical readiness standards. Possible actions include, but are not limited to:
 1. Referral for fitness for duty exam
 2. Participation in remedial fitness training
- ~~E.K.~~ If the Member is unable to successfully complete the Assessment by passing the standards and ~~fails to pass or~~ elects not to participate in the Job Task Simulation Test, ~~they~~ he / she ~~will~~ may be removed from Full-Duty Status and required to submit to a fitness for duty evaluation. This fitness for duty evaluation shall be conducted by a Department-approved physician. ~~and placed on administrative leave for no longer than ten (10) calendar days. The Member may apply to the Physical Readiness Program Manager or Chief of Police to re-take the Assessment after ten (10) calendar days to return to full duty status. If the Member is able to successfully complete the Assessment by passing all the standards, the Member will be immediately returned to full duty. This Assessment will consist of all seven (7) events. If the Member is still unable to meet the Physical Readiness Standards or elects not to re-take the assessment,~~ If the Member is not deemed fit for duty by a Department-approved physician, he / she may be assigned to another position in the Agency for which he / she is qualified, if any exists, ~~or~~ the Member may apply for another position within the City, if any exists, or the Member may be dismissed from the Department.
- ~~F.L.~~ The appeal process described in this section applies to all Department Members who are required to meet the standards established by this directive, and it replaces any prior appeal procedures related to physical fitness or physical readiness standards.

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XI. Assistance for Department Members

The Department recognizes an obligation to provide assistance to Members who wish to improve their physical fitness and / or have difficulty in meeting the physical readiness standards. The Department / City of Dalton offers the following assistance to Members:

1. On-site fitness facility
2. On-duty exercise time
3. Employee Assistance Program (EAP) provided health and nutrition advice and recommendations
4. Customized exercise plans to help improve PRP performance

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

PAR-Q Health Questionnaire

PAR-Q is designed to help you help yourself. For most people physical activity should not pose any problem or hazard. PAR-Q has been designed to identify the small number of adults for whom physical activity might be inappropriate or those who should have medical advice concerning the type of activity most suitable for them. Common sense is your best guide in answering these seven questions. Please read them carefully and check YES or NO for each question as it applies to you. In the space below each question, record the information about the "YES" response.

YES NO

____ ____ 1. Has your doctor ever said that you have a heart condition and that you should only do physical activity recommended by your doctor?

YES NO

____ ____ 2. Do you feel pain in your chest when you do physical activity?

YES NO

____ ____ 3. In the past month, have you had chest pain when you were not doing physical activity?

YES NO

____ ____ 4. Do you lose your balance because of dizziness or do you ever lose consciousness?

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YES NO

____ ____ 5. Do you have a bone or joint problem (for example, back, knee, or hip) that could be made worse by a change in your physical activity?

YES NO

____ ____ 6. Is your doctor currently prescribing drugs (for example water pills) for your blood pressure or heart condition?

YES NO

____ ____ 7. Do you know of any other reason why you should not do physical activity?

I have read, understood, and completed this questionnaire. Any questions I had were answered to my full satisfaction.

Print Name: _____

Signature: _____

Date: _____

Blood Pressure: _____

Cleared for Testing: YES _____ NO _____

Physical Readiness Program Coordinator: _____

Comments: _____

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Appendix B

MEDICAL RELEASE FORM

Individual's Name _____

Dalton Police Officers are required to perform a variety of essential physically demanding tasks, including the following:

- Walking for extended periods
- Short sprints
- Long pursuits lasting over 2 minutes
- Running up and down stairs
- Pushing heavy objects
- Jumping over and around obstacles
- Lifting and carrying heavy objects, sometimes up and down stairs
- Using hands and feet in use of force situations
- Using force in short and long term (greater than 2 minutes) efforts
- Bending and reaching
- Dragging people and objects

To measure an individual's capability to perform these critical tasks, all applicants and incumbents must undergo a physical ~~fitness test~~ readiness assessment consisting of the following items:

1. 1.5 mile run to measure aerobic power
2. 300 meter run to measure anaerobic power
3. Maximum push-ups to measure upper body muscular endurance
4. 1 repetition maximum bench press to measure upper body strength
5. Maximum sit-ups test to measure trunk muscular endurance
6. ~~Agility run as a measure of agility~~
7. Vertical jump test to measure the explosive power of the lower extremities

Your professional opinion is requested as to whether the individual can safely participate in physical fitness testing and exercise training.

PLEASE CHECK ONE:

_____ There are **no contraindications** to the individual either 1) being capable of performing the essential physical tasks and 2) being capable of undergoing the physical ~~fitness test~~ readiness assessment items.

_____ There are contraindications and it is not recommended that the individual participate~~s~~ in the physical ~~fitness testing~~ readiness assessment or exercise training at this time.

Physician's signature _____

Date: _____

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Appendix C

Testing Physical Readiness Assessment Sequence

Briefing on Testing Process and warm-up

1. Vertical Jump Test
5 minute rest/warm-up
2. 1 RM Bench Press
5 minute rest/warm-up
3. Sit-Up Test
5 minute rest/warm-up
- ~~4. Agility Run
10 minute rest/warm up~~
- ~~5.4.~~ 300 M Run
5 minute rest/warm-up
- ~~6.5.~~ Push up Test
30 minute rest
Warm-up
- ~~7.6.~~ 1.5 Mile Run
Cool down

Test Procedures

Initial Briefing

“Today you ~~will~~ shall complete a battery of physical readiness or fitness tests. These tests measure the underlying factors necessary to perform the essential and critical physical tasks performed by Dalton Police Department Officers. You ~~will~~ shall do the vertical jump, ~~the Illinois agility run~~, a bench press, a 300 meter run, push-ups, sit-ups, and a one ~~point five and a half (1.5)~~ mile run. If at any time you don’t feel well, ~~tell~~ immediately inform one of the fitness coordinators. Do you have any questions?”

1. Vertical Jump

“The first event is the vertical jump, a measure of lower body explosive power. It is an important area for pursuit tasks that require jumping and vaulting.”

“Watch this demonstration. Stand under the test apparatus and reach up as high as you can. The instructor ~~will~~ shall mark your standing reach. Take one step back with either foot. Then step forward and jump, reaching as high as possible. ~~Or~~ Instead, you may jump from both feet without taking a step. Your score is the difference between your standing and jumping reach and ~~will~~ shall be recorded to the nearest half inch. You ~~will~~ shall have three attempts for this event. Are there any questions?”

Equipment

Vertec

Procedural tasks

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1. The subject shall stands immediately under the apparatus and reaches up as high as possible, keeping the bicep of the raised arm next to the ear.
2. The PRP Coordinator will shall raise the tabs so they just touch the tips of the fingers of the subject and then the PRP Coordinator will move approximately 10-12" of tabs to the side with the Vertec adjusting tool.
3. The subject may use either approach to jumping as detailed above. In the process of reaching, the subject is instructed to lightly push the tabs to one side; the PRP Coordinator will shall move all effected tabs out of the way, and the subject will shall be given three attempts.
4. The best of three attempts is indicated by the tabs moved.

2. One Repetition Bench Press

"This is a maximum weight pushed from the bench press position and measures the amount of force the upper body can generate. It is an important area for performing tasks requiring upper body strength, such as pushing and use of force situations."

"You will shall first warm up by performing 3 to 5 repetitions with a light weight. If you don't not know how much weight you should warm up with, we suggest that women press the bar and men approximately half of their body weight. (Demonstrate the warm up) After the warm up, you will shall be given successively heavier weights until you cannot push the bar. Watch this demonstration. Lie on the bench with your feet flat on the floor. If your feet do not reach the floor, use one of these boxes. Be sure your back is flat against the bench. You may receive a "lift off" or you may remove the bar from the uprights by yourself. Lower the bar until it is just touching your chest, and hold it in this position. The instructor will say, "Ready, lift." (This will be conducted on a 1-2 cadence.) On the command to "Lift", push the weight up to arms-length, exhaling as you perform the movement. The spotters will not touch the bar if it stalls on the way up; they will take the weight if the bar begins to move downward or if you ask them to take it from you. You should reach your maximum attempted weight in approximately five attempts. Are there any questions?"

Instructor tips

Use three spotters. The spotter behind the bar will shall give all commands. Increase the weight in ten pounds or more increments to achieve the maximum weight that can be bench-pressed. Be careful when helping return the bar to the rack so that you don't not get your face in the way. Be sure the individual does not arch their back. If the lifter is experienced and has an pretty good idea estimate of his / her maximum weight, allow them him / her to move right to that weight after the warm up, if they he / she desires. But Everyone must at least do the warm up before attempting their maximum weight.

Equipment

Bench
Bar and weights

Procedural Tasks

1. Use three spotters.
2. Ask the subject if he / she has any idea how much weight he / she can press in one maximum effort.

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3. If there is an estimated maximum weight, start with about one-half of that estimated maximum weight. If not, for males, start with one-half of **the** body weight, and for females, start with 45 pounds (the weight of the bar).
4. The person warms up for 3-5 repetitions with a light weight.
5. The person receives a “lift off” by the spotters or may remove the bar from the uprights by **himself** / herself.
6. The person lowers the bar until it is just touching **their his / her** chest and holds it in this position. The instructor says, “Ready, lift.” (This will be conducted on a 1-2 cadence.) On the command to “lift”, the person pushes the weight up to arms-length, exhaling as the movement is performed.
7. Increase the weight in ten-pound or more increments to **the** maximum **attempted weight**. Instruct the person to lift each additional weight increment. The first three-to-four repetitions serve as warm-up lifts in order to prevent muscle injury and to prepare the person for a maximum lift on the fifth or sixth effort.
8. The score for this test is the maximum number of pounds lifted in one repetition.
9. Take the 1RM score and divide by body weight to get 1RM ratio score.

3. One Minute Sit-Up Test

*“The third event is the one minute sit-up **test**, a measure of the muscular endurance of the abdominal muscles, an important area for many physical tasks and injury prevention.”*

*“Lie on your back with your knees bent at approximately a 90 degree angle and your heels on the ground. Your feet may be together or apart, but the heels must stay in contact with the ground. Your partner will hold your ankles. Place your hands behind your head. Your fingertips must remain behind the back of your ears. When the instructor says, “GO”, lift your upper body (head and torso) by bending at the waist **and** touch your elbows to your knees. Return to the starting position with your shoulder blades touching the surface. That will constitute one repetition. If you arch your back, lift your buttocks from the mat, move your fingertips forwards of the back of your head, fail to touch the knees **with your elbows**, stop to rest in the down position, or fail to touch your shoulders to the mat, you will receive a warning. For any subsequent violation, the repetition will not count. You ~~will~~ **shall** have one minute to do as many sit-ups as possible. I will announce 45, 30, 15 seconds, and count out the last ten seconds. Your score is the number of correct sit-ups **completed in one minute**. Watch this demonstration...Are there any questions?”*

Instructor Tips

Have a demonstrator execute several correct sit-ups while you are reading the directions. Repeat the demo after finishing the instructions. During the second demo, point out common errors. Divide the participants into as many groups as there are PRP Coordinators. The PRP Coordinator ~~will~~ **shall** collect the score sheets for his / her group. PRP Coordinators should position themselves at a 45-degree angle to the left front of the participant being tested. From that position, you should be able to observe that the face breaks the vertical plane, **the** fingers remain behind the ears, the shoulders touch the mat, the heels remain in contact with the floor, and ~~that~~ the buttocks remain on the mat.

Equipment

A mat and stopwatch

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Procedural Tasks

1. The subject starts by lying on his / her back, knees bent, and heels flat on the floor. Fingertips stay behind the ears.
2. A partner holds the feet down.
3. The subject then performs as many correct sit-ups as possible in one minute.
4. In the up position, the individual should have their face breaking an invisible plane, perpendicular to the surface, and touch the knees with the elbows then return to a full lying position before starting the next sit-up.
5. The subject cannot raise the his / her buttocks from the ground, and when returning to the down position, the shoulder blades must touch the ground.
6. The score is the total number of correct sit-ups completed in 1 minute.

4. Illinois Agility Run

~~“The next event is the Illinois Agility Run, a measure of coordinated movement and speed. It is an important area for performing tasks requiring quick movements around obstacles.”~~

~~“You will start in the prone position with the tips of your fingers behind the starting line. The body may cross the starting line. When the instructor says, “GO”, stand up and sprint to the forward line (point to line 30 feet away), place one foot over the line, and sprint back to the starting line. Make a left turn around the first cone, then zig-zag in a figure-eight fashion around the four cones and back to the start line. Turn around the first cone, and sprint to the forward line and back one more time. The clock will stop when any part of your body crosses the finish line. Your score is the time it takes to complete the run, and will be recorded to the tenth of a second. If you knock over a cone, miss a turn, or fail to touch the line when turning, the instructor will stop you and return you to the end of the line for a restart. You will have two trials for this event. Watch this demonstration...Are there any questions?”~~

Instructor Tips

~~Allow a five-minute warm up prior to the agility run. If you have set up multiple lanes for this event, divide the group evenly and have one coordinator take and record times for each lane. As the participant to be tested approaches the area, take his/her score sheet, and record the score upon completion. The starting position is on the left side of the first cone. The clock will start upon the command “GO.”~~

Equipment

~~Marked course of 30 feet, with four cones spaced 10 feet apart in a line.~~

~~Stop Watch~~

Procedural Tasks

- ~~1. Subject lies on the ground with fingertips behind the start line.~~
- ~~2. At the “GO” start, subject gets up, sprints to the forward line (30 feet away), places one foot over the line then sprints back to the start line.~~
- ~~3. Subject makes left turn around the first cone then zig-zags in a figure-eight fashion around the four cones and back to the start line.~~
- ~~4. Subject then sprints up to the forward line and back again.~~
- ~~5. Score is time in seconds and tenths.~~

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~~6. Allow one slow walk through and two (2) trials. Score is the best score (lowest time).~~

5.4. 300 Meter Run

*“The 300 meter run is a test of anaerobic capacity. This is an important area for performing short, intense bursts of effort, such as **in** sprinting. The score is the time it takes to complete a 300 meter course.”*

“You will start here (point out starting line), and at the command “Go,” run as fast as possible to the end of the course (point to finish line). You must complete the run without help. Are there any questions?”

Instructor Tips

Allow a five-minute warm up. For each group, start as many participants as there are PRP Coordinators. Each PRP Coordinator will record the time for one participant.

Equipment

A marked course of 300 meters or 984 feet. (On a 400-meter track, this will be 3/4ths of the track. On a 440-yard track, the 300-meter line would be 112 yards (336ft) from the finish line.)
Stop Watch

Procedural Tasks

1. Spend five minutes warming up.
2. At “Go,” **the** subject runs the 300 meter course as fast as possible.
3. **The** time to complete the course is recorded.

6.5. Maximum Push-Up Test

“The push up measures the muscular endurance of the upper body (chest, shoulders, and triceps). This is an important area for many tasks involving use of force, lifting, carrying, and pushing.”

“Looking straight ahead, assume the front-leaning rest position by placing your hands on the floor surface just outside a straight line down from the shoulders. The back, buttocks, and legs must be in a generally straight line from the head to the heels. They may be together or up to 12 inches apart. When the instructor says, “Go”, lower your body by bending the elbows until the tops of the upper arms, shoulders, and lower back are aligned and parallel to the ground. Return to the starting position by soft locking your elbows. This constitutes one repetition. If you do not keep your body relatively straight, arch your back, or lock out your elbows, you will receive a warning. For any subsequent violation, the repetition will not count. There is no time limit. Do as many correct repetitions as possible. Your score is the number of correct push-ups. Watch this demonstration...Are there any questions?”

Instructor Tips:

Have a demonstrator execute several correct push-ups while you are reading the directions. Repeat the demo after finishing the instructions. During the second demo, point out common

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errors. For persons with **very** well-defined biceps, lightly touch the back of the elbow to ensure they are locking out. **PRP** Coordinators should position themselves at a 45-degree angle to the left front of the participant being tested. From that position, you should be able to observe that the body remains in a generally straight line, the shoulders are parallel to the ground in the down position, and the elbow locks out upon returning to the starting position.

Procedural Tasks

1. The subject starts in the front leaning position. Hands are slightly more than shoulder width apart; feet are 12" apart or less.
2. The subject lowers **himself / herself** until the upper arms are parallel to the ground then pushes up again.
3. The back must be kept straight throughout the exercise.
4. There is no time limit.

7.6. 1.5 Mile Run

*"The 1.5 mile run measures your cardiovascular endurance or aerobic power. This area is important in order to sustain activity, such as a foot pursuit **and or a** use of force encounter. It should be run at a consistent pace."*

*"You **will shall** line up behind the starting line. At the command, "Go," start running at a sub-maximal pace. To complete the run, you **will shall run 1.5 miles on a preset course** (describe the course, i.e., the number of laps if run on a track, or the turnaround point if run on an out and back course). Your goal is to complete the 1.5 miles in as fast a time as you can. As you complete each lap, your time and number of laps to go **will shall** be announced. You may walk, but try to keep running for the entire distance. You may run alongside another runner for help with the pace, but you may not physically assist or be assisted by another runner. After the run, do not sit down or stand still, but walk slowly for a lap. Are there any questions?"*

Instructor Tips

Have a monitor on the other side of the track. If you are running an out and back course, ensure there is a trail vehicle. Divide the group evenly amongst the **PRP** Coordinators, who **will shall** record times for each person in their group. If no numbers are available, have each person call out their name as they complete each lap.

Equipment

On a 440-yard track, the course is six complete laps.
On a 400-meter track, the course is six complete laps plus 46 feet.
If using another type of course, ensure that it is marked and level.
Stopwatch
Numbered vests, if available

Procedural Tasks

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1. Have subjects warm up.
2. Subjects should be instructed to cover the distance as fast as possible.
3. At the command "Go," time is started.
4. The score is the time to run the course.
5. A cool down is required after running.

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Appendix D

Job Task Simulation Test Sequence

1. Roadway Clearance

Situation – The Officer comes across a stalled car and debris in a busy intersection of a roadway. He / she must get the debris and vehicle off the roadway.

Tasks:

1. On the command of “Go,” the Officer runs 10 feet to the debris (a barbell weighing 50 pounds) in the road.
2. The Officer picks up the barbell and carries it as fast as possible 50 feet to the edge of the roadway.
3. The Officer runs back to the car and drags a 110-pound sack 20 feet to the edge of the roadway.
4. The Officer runs 20 feet back to the car and pushes the car with an occupant inside it 50 feet to the edge of the roadway. The 50-foot distance is measured from the front bumper of the vehicle. When the front bumper crosses a line 50 feet away, the scenario is complete.

Equipment:

Officer to be tested:

1. Dressed in a sweat suit or duty uniform
2. Duty belt, firearm, radio, vest, and baton

Setting the testing situation:

1. 1 vehicle with an empty trunk
2. 50-pound barbell beside the vehicle
3. 110-pound sack beside the vehicle
4. 4 traffic cones to mark where to start, where the barbell and sack should be positioned, and where the car should be pushed to.
5. Stopwatch

Administration

1. Walk the Officer through the test situation.

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2. Explain that time is the measure – the faster the better.
3. At the command of “Go,” the Officer starts.
4. When the Officer pushes the car to the 50-foot finish line (marked by a traffic cone), the time is recorded

Measurement – The time is recorded in seconds and tenths of seconds.

2. VICTIM EXTRACTION

Situation – The Officer comes across the scene of a traffic crash and must pull out an injured victim from the back seat of the car and drag the victim to a safe distance because there is spilled gasoline surrounding the vehicle.

Tasks:

1. On the command of “Go,” the Officer runs 10 feet to the victim’s car.
2. The Officer pulls out a 175-pound dummy from the vehicle. The Officer must open the car door and drag the dummy out the door.
3. The Officer drags the dummy 20 feet away.

Equipment:

Officer to be tested:

1. Dressed in a sweat suit or duty uniform
2. Duty belt, firearm, radio, vest, and baton

Setting the testing situation:

1. 1 vehicle
2. 175-pound dummy
3. 3 traffic cones at the start and at the 20-foot mark
4. Stopwatch

Administration

1. Walk the Officer through the test situation.
2. Explain that time is the measure – the faster the better.
3. At the command of “Go,” the Officer starts.

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4. When the Officer crosses the 20-foot line (marked by a traffic cone) while dragging the dummy, the time is recorded.

Measurement – Time is recorded in seconds and tenths of seconds.

3. FUGITIVE PURSUIT AND ARREST

Situation – The Officer is charged with pursuing and restraining a fugitive. The various obstacles are simulations of barriers that may need to be surmounted in a pursuit situation.

Tasks:

Pursuing

1. The Officer starts at a traffic cone and runs 30 feet to a fence.
2. The Officer climbs over a 6-foot high fence and runs 50 feet to stairs that are marked by a traffic cone.
3. The Officer runs up and back down 12 stairs.
4. The Officer runs 150 feet to a track.
5. The Officer runs 350 feet on the track to a traffic cone.
6. The Officer turns and runs 50 feet then jumps a 4-foot wide ditch that is marked by 4 traffic cones.
7. The Officer runs 60 feet.
8. The Officer serpentine around 10 cones that are spaced 10 feet apart, for a total distance of 100 feet.
9. The Officer turns and runs 80 feet.
10. The Officer crawls under a 4-foot high sawhorse or hurdle.
11. The Officer runs 30 feet and jumps over a 2.5-foot high sawhorse or hurdle.
12. The Officer turns and runs 80 feet to a 175 pound dummy.

Restraining

13. The dummy is positioned on its back.
14. The Officer rolls the dummy onto its stomach.
15. While down on one knee, the Officer simulates cuffing the dummy by pulling resistance tubing with each arm to the mid-line of the dummy's back.

16. The Officer stands up and lifts the 175-pound dummy up to a knees-up position.

Equipment:

Officer to be tested:

1. Dressed in a sweat suit or duty uniform
2. Duty belt, firearm, radio, vest, and baton

Setting the testing situation:

1. Fence adjacent to a track
2. 440-yard or 400 meter track
3. 3-foot sawhorses or hurdles
4. 18 traffic cones
5. 2 rubber resistance bands or tubing
6. 175-pound dummy
7. 2 assistants to hold the rubber tubing and blocking bag
8. Stopwatch

Administration:

1. Walk the Officer through the testing situation.
2. Explain that time is the measure – the faster the better.
3. At the command of “Go,” the Officer starts.
4. When the Officer lifts the dummy up, the time is recorded.

Measurement: Time is recorded in minutes and seconds.

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Appendix E

Physical Readiness Assessment Score Sheet

Name: _____ Date: _____ Weight: _____

- | | | | |
|--|---|---|----------------|
| 1. Vertical Jump | | | Results: _____ |
| Incumbent – 13 inches | P | F | |
| Applicant – 10.5 inches | P | F | |
| 2. 1 Repetition Maximum Bench Press | | | Results: _____ |
| Incumbent – 67% of body weight | P | F | |
| Applicant – 55% of body weight | P | F | |
| 3. Sit-Up Test | | | Results: _____ |
| Incumbent – 32 / 1 minute | P | F | |
| Applicant – 24 / 1 minute | P | F | |
| 4. 300 Meter Run | | | Results: _____ |
| Incumbent – 73.8 seconds | P | F | |
| Applicant – 83 seconds | P | F | |
| 5. Push-Up Test | | | Results: _____ |
| Incumbent – 20 / no time limit | P | F | |
| Applicant – 16 / no time limit | P | F | |
| 6. 1.5 Mile Run | | | Results: _____ |
| Incumbent – 17:48 min/sec | P | F | |
| Applicant – 21 minutes | P | F | |

Participants Signature: _____ Date: _____

PRC Signature: _____ Date: _____

PRC Signature: _____ Date: _____

Comments: _____

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> August 1, 1998	<i>Number</i> GO92-4.1
<i>Subject</i> Patrol Organization and Administration		
<i>Reference</i>	<i>Revised</i> October 25, 2018 October 22, 2019	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> October 2020 October 2021	<i>No. Pages</i> 4

I. Policy

It is the policy of the Dalton Police Department to provide its citizens with superior police service while meeting Department objectives and accomplishing the police mission. The Patrol function of any law enforcement agency is the largest and the most important segment. No section contributes more to the public reputation of the Department. All personnel are expected to be thoughtful of their actions to keep negative public opinion to a minimum.

II. Patrol Organization and Responsibilities

- A. The Division Commander for the Patrol Division shall be appointed by the Chief of Police and may hold the rank of Captain or Lieutenant.
 - 1. The **Division** Commander is responsible for writing objectives for Patrol personnel and will annually review, rewrite, and distribute objectives.
 - 2. The **Division** Commander will conduct staff meetings and receive input on operations and problems.

- B. The **Patrol** Division Operations ~~Lieutenant~~ **Supervisor** is responsible for managing Patrol-related activities as operations commander and assisting subordinate personnel in handling unusual and complex situations.

- C. The operations section of the Patrol function consists of the following:
 - 1. A, B, and C ~~watches~~ **patrol shifts**
 - 2. Special Operations Unit
 - 3. **School Resource Officer Unit**

- D. Each ~~watch~~ **shift** is under the direct supervision of a **District Commander**, which holds the rank of Lieutenants. Sergeants will assist the ~~Watch~~ **District**

Commander by providing leadership and field supervision to subordinates under their command.

1. ~~Patrol-Lieutenants~~ District Commanders and Patrol Sergeants are responsible for directing personnel assigned to their ~~watches~~ shifts toward accomplishment of the objectives set forth by the Department.
 2. ~~Also, they~~ District Commanders are responsible for directing crime reduction initiatives in their assigned ~~Patrol~~ District.
 3. A, B, and C ~~Watch~~-patrols shifts are responsible for responding to calls for service ~~to~~ from the public and proactively addressing criminal activity and traffic violations.
 4. The three (3) patrol ~~watches~~ shifts will shall work an assigned nine (9) hour "~~shift~~ watch", 1st, 2nd, or 3rd, ensuring continuous patrol coverage.
 5. District Commanders are also the designated Watch Commanders for each shift. When a District Commander is not available, a shift Sergeant shall assume the role of Watch Commander.
 - ~~5.6.~~ Watch Commanders will shall make assignments designating service areas for Patrol Officers on the daily roster and relay the daily roster to the Whitfield County 911 Center.
 - ~~6.~~ ~~Each Watch Commander rotates through each shift as scheduled by the Division Commander.~~
 7. Each shift shall rotate every six (6) months on a date to be determined by the Patrol Division Commander.
 8. All Patrol Officers and Supervisors shall be assigned to work a twenty-eight (28) day work schedule with pre-determined off days, as approved by the Patrol Division Commander.
- E. School Resource Officers, who are assigned to the Dalton Public School System to keep order and enforce the criminal laws on school properties and functions, will be supervised by the Patrol Division Operations Supervisor. When the Patrol Division Operations Supervisor is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander.
- F. The Special Operations Unit is supervised by an assigned Sergeant and consists of the Traffic Enforcement Unit, the Park Police Unit, and the Safety Code Enforcement Unit. When the Special Operations Supervisor is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander. The Special Operations Sergeant is supervised by the Patrol Division Operations Supervisor.
- ~~F.1.~~ Safety Code Enforcement Officers, ~~who is~~ are responsible for the identification, documentation, and enforcement of code violations

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throughout the City of Dalton, ~~will be supervised by the Patrol Division Commander.~~

~~G.2. The Special Operations Unit is supervised by an assigned Sergeant and consists of Patrol Officers temporarily assigned to a unit which addresses crime-specific targets in a rapid response; also assigned to this unit is a seasonal Bike Unit and the Traffic Enforcement Unit, which work in conjunction with other Officers to address community problems.~~ The Traffic Enforcement Unit is assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities.

~~H.3. The~~ Park Police Unit ~~is~~ ~~These positions are~~ assigned to the parks and recreation system to keep order and enforce criminal laws on Dalton Parks and Recreation properties.

III. Patrol Function

The following are ongoing functions of the Patrol Division:

- A. To form partnerships with the community and assist in the reduction of crimes through systematic problem solving in identified areas of concern
- B. To respond to all emergency calls for service as quickly and as safely as possible
- C. To thoroughly ~~do~~ **conduct** preliminary investigations of all crimes and make arrests when possible
- D. To reduce the risk of crime by providing visible police presence through patrol tactics and strategies directed by intelligence-led policing
- E. To respond to traffic collisions and thoroughly investigate the circumstances
- F. To provide first responder care to injured citizens contacted through police activity
- G. To improve public relations through professional contacts with citizens
- H. To assist citizens dealing with crisis situations and make referrals to appropriate agencies that can further assist in a resolution of the problem
- I. To reduce street hazards and traffic collisions / congestion through selective traffic enforcement by targeting violations and taking appropriate action
- J. To regulate certain businesses and activities that require special police attention
- K. **To assign personnel to address current crime trends and crime-specific targets**

IV. Communication

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- A. All Supervisory personnel within the Patrol function will interact with Supervisors in this and other divisions and sections on a daily basis to gather information that may be beneficial to beat Officers. All data gathered from this process will be relayed to beat Officers immediately, if time allows, or at the next roll call.
- B. All Supervisory personnel should interact with Supervisors of other agencies on a daily basis to gain knowledge and understanding of the agencies' functions and objectives and to coordinate the relay of information through roll call. This procedure does not apply to law enforcement agencies only. Any referral organization or other agency providing services that may be utilized by this Department is included.

V. **Assignments**

- A. The Division Commander is responsible for the assignment of personnel to **watches shifts**, units, and special duties within the Patrol Division and may deploy personnel to another assignment at any time, in order to meet the needs of the Division's objectives.
- B. District Commanders will assign Officers to patrol districts daily based on resource needs for on-going operations. Officers should be assigned to work the same districts as much as possible to allow them to become familiar with businesses, citizens, and problems in the district.
- C. Neighborhood policing objectives will be assigned by the Division Commander or his / her designee based on available personnel and population density within the beat.

V. **Shift Briefings**

Prior to the beginning of each shift's tour of duty, the Watch Commander shall meet with the shift in a pre-determined location, generally in the roll call room. The Watch Commander shall review shift assignments, recent crime patterns / trends, updates on wanted persons / stolen vehicles, and conduct any relevant roll call training.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> December 1, 1998	<i>Number</i> GO88-4.2
<i>Subject</i> Use of Police Vehicles		
<i>Reference</i>	<i>Revised</i> May 22, 2018 October 22, 2019	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> May 22, 2020 October 2021	<i>No. Pages</i> 4

I. **Policy**

It is the policy of the Dalton Police Department that Department vehicles will be properly equipped and maintained to ensure the safety of Officers and citizens.

II. **Safety**

- A. Only sworn **Police** Department personnel are allowed to operate Department vehicles, unless authorized by a **Commanding Officer** **Division Commander**.
- B. No Department vehicle ~~will be driven~~ that is operationally unsafe **will be driven**. Vehicles with serious mechanical defects shall be towed instead of driven. For example, brake or power steering failure.
- C. Drivers shall not modify, remove, deactivate, or otherwise tamper with safety belts, emission control devices, or other parts of the vehicle.
- D. Vehicle occupant safety restraining devices shall be worn by all occupants, including prisoners, unless they cannot be physically restrained.
- E. Vehicles used for transporting prisoners shall be modified to minimize opportunities for prisoners to exit from the rear compartment of the vehicle without the aid of the transporting Officer.
- F. Windows and doors ~~will~~ **shall** be closed and locked when vehicles are unattended.
- G. Vehicles shall not be left unattended while the engine is running, except in extreme emergency life and death situations where the Officer can observe the vehicle.
- H. Under normal conditions, vehicles should be parked so that they do not present a hazard to other traffic, and, if possible, they should be parked completely off the roadway.
- I. All Officers will inspect their vehicles at the beginning of every shift to ensure that all equipment is working properly. Any abnormalities or defects should be reported immediately to their Supervisor, who will determine if it should be immediately taken out of service.

III. Patrol Vehicles

- A. All vehicles used by the Patrol Division on routine patrol shall be so equipped and marked to be effective as a highly visible emergency vehicle.
1. Patrol vehicle markings shall include:
 - a. Department name on each side of the vehicle in reflective letters not less than four (4) inches in height and on the back rear of the vehicle in appropriate sized reflective letters
 - b. Unit number on the rear and both sides
 - c. Reflective materials on the sides and rear
 - d. Emergency 911 numbers on each side
 2. Special Unit vehicles need not be marked.
- B. Each patrol vehicle shall be conspicuously equipped with the following:
1. Flashing blue emergency light kits / bars
 2. Siren / public address system
 3. Mobile radio transceiver
 4. A safety barrier between the front and rear seats of wire mesh or heavy gauge plastic
 5. Flashing white strobe-type emergency lights
 6. Spotlight
 7. ~~Side bars on rear doors~~ Safety barriers covering rear side windows
 8. Hazardous warning lights
- C. Each patrol vehicle ~~shall at a minimum~~ may contain the following equipment:
1. Spare tire
 2. Jack and lug wrench
 3. Fire extinguisher
 4. Latex or nitrile gloves
 5. ~~Hazardous materials~~ Emergency Response Guide Book

It shall be the responsibility of each Officer to ensure that items are replaced / replenished as needed. This will be confirmed during the scheduled inspection of the vehicle.

IV. **Criminal Investigations Vehicles**

A. Investigative Vehicles

1. Vehicles used primarily by Investigators in plain clothes need not be marked.
2. Vehicles assigned to Investigators shall be equipped with necessary equipment to process crime scenes.

B. Crime Scene Truck

1. The crime scene truck may be utilized at crimes scenes, major traffic incidents, and other events requiring the specialized services of the Department's Crime Scene **Analyst Investigator**. Any other use of the crime scene truck requires the approval of the Criminal Investigations Division Commander.
2. The crime scene truck shall be equipped with appropriate identification markings, emergency lights, interior and exterior lighting, generator, cabinets, evidence collecting materials, and other equipment needed by the Crime Scene **Analyst Investigator**.
3. The Department's Crime Scene **Analyst Investigator** is responsible for making sure the crime scene truck is in proper working order at all times and is properly stocked with sufficient evidence-collecting materials.
4. The crime scene truck requires no special qualifications and / or training beyond a valid driver's license. Drivers should remember the vehicle is oversized in height and width and drive with appropriate caution.

V. **Specialized Vehicles**

All-Terrain Vehicles / Utility Terrain Vehicles and Golf Carts

1. ATVs / UTVs and golf carts may be utilized at crime scenes, major traffic incidents, parades, demonstrations, presentations, and other events requiring specialized services, such as delivering food and supplies, driving presentations, or off-road capability. Authorization for use of the vehicles will be obtained from a Supervisor on duty.
2. The ATV / UTV requires no special qualifications and / or training beyond a valid driver's license.
3. The Patrol Division Special Operations Supervisor is responsible for making sure the ATVs / UTVs and golf carts are in proper working order at all times.

4. The ATV / UTV shall be equipped with appropriate identification markings and emergency lights.

VI. **Use of Emergency Warning Equipment**

The following are examples of how emergency warning equipment should be used.

- A. Emergency lights (blue lights, ~~and / or flashing headlights~~ corner strobes, and / or hazardous warning lights)
 1. Stopping traffic violators
 2. Assisting motorists in roadway
 3. Guarding roadway blocked by debris
 4. Accident scenes
 5. Other situations where increased visibility is necessary for safety
- B. Emergency lights and siren
 1. Pursuing vehicles
 2. Response to emergency call, as appropriate
- C. Public address system
 1. Felony vehicle stops
 2. Crowd control
 3. Hostage / barricaded person situations
- D. Spotlight
 1. Building checks at night
 2. Traffic checks at night, if there is no danger to other drivers on the road

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> October 1, 1998	<i>Number</i> GO89-7.1
<i>Subject</i> Crime Scenes		
<i>Reference</i>		<i>Revised</i> September 26, 2017 October 22, 2019
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> September 26, 2019 October 2021	<i>No. Pages</i> 8

I. Policy

It is the policy of the Dalton Police Department that crime scenes be properly processed and protected from unauthorized access that might result in the contamination or destruction of vital physical evidence. **Because there is only one opportunity of conduct a proper crime scene investigation**, when any doubt exists regarding the actual crime **that has been committed**, it is in the best interest of the ~~case~~ **Investigating Officer** to assume that the crime is ~~probably~~ **possibly** the most serious offense and process the scene accordingly, ~~since there is only one opportunity to conduct a proper crime scene investigation.~~

II. Definitions

- A. *Crime Scene* – A geographical location, vehicle, **structure**, conveyance, or combination **thereof** where a crime incident has **been** or is being committed. The crime scene can be a dynamic situational condition resulting in rapidly changing perimeters and dimensions.
- B. *Crime Scene Search* – A planned, coordinated, legal search by trained, competent law enforcement Officers to locate physical evidence or witnesses to the crime being investigated.
- C. *Evidence* – for the purpose of this policy, only physical evidence will be addressed. Physical evidence is anything tangible, having objective existence, which establishes key elements of a crime and relationships of people associated with a crime.
- D. *Officer / Investigator-in-charge* – The Officer / Investigator **that is** in charge of a crime scene.
- E. *Investigating Officer / Investigator* – The Officer / Investigator assigned to conduct the investigation of the crime.

III. Responsibilities

- A. The first Officer to arrive at the scene of a crime shall be responsible for protecting the scene and processing the scene where there is not serious injury or property damage. Minor crimes may only require a report.
- B. The Criminal Investigations Division (CID) shall be responsible for processing crime scenes involving major crimes, such as homicides, rapes, crimes involving serious bodily injuries or ~~serious~~ significant property loss, or other incidents as needed. When an Investigator arrives ~~on~~ at the crime scene, he / she is in charge of and is responsible for that scene. The Department's Crime Scene ~~Analyst~~ Investigator may be called to a scene to assist ~~in~~ with processing the scene.
- C. Where probable cause for the search of a crime scene exists, the investigating Officer / Investigator is responsible for obtaining legal consent prior to a search or for obtaining a search warrant where consent cannot be legally obtained. Searches without consent or a warrant ~~is~~ are justified in cases where exigent circumstances exist (see policy GO98-7.18, Search and Raid Procedures).
- D. The Investigator-in-charge may request assistance from the ~~state crime lab~~ GBI any time help may be needed in properly processing complicated or major crime scenes.
- E. The Investigating Officer / Investigator shall be responsible for requesting laboratory examination of evidence from the GBI crime lab.
- F. Each Investigator will ensure that during his / her tour of duty that his / her assigned vehicle is supplied with items needed to process a crime scene.

IV. Protecting the Crime Scene

- A. Scenes of major crimes should be secured by crime scene tape, ropes, or other boundaries. Officers may be positioned wherever necessary to assist in protecting the scene, if ~~circumstances warrant it~~ needed.
- B. No one should be allowed into the crime scene without permission of the Officer / Investigator-in-charge or a Supervisor ~~in-charge on scene~~, and then only if the individual's presence is directly needed in the case. All persons, including all first responders, entering the crime scene area will be documented on a crime scene log.
- C. Giving aid to injured persons at the scene of a crime is a matter of first priority. Officers / Investigators should note all changes to the scene of a crime by medical and ambulance personnel.
- D. Officers / Investigators ~~should~~ shall not ~~smoke~~ use any tobacco products, use restrooms, use landline phones, run water, or perform any other activities that might contaminate the crime scene or destroy valuable evidence.
- E. No object shall be moved or evidence collected until directed by the Officer / Investigator-in-charge, unless exigent circumstances exist and the evidence may be lost or contaminated.

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- F. The District Attorney on call may be ~~notified of~~ **contacted concerning** major crime scenes in order to consult about legal considerations at the scene of a crime.

V. **Processing the Scene**

A. General Rules

1. Evidence that might deteriorate by time or be affected by the elements (rain, snow, etc.) shall be processed first.
2. All evidence shall be collected in a logical manner using a search method appropriate for the crime scene (i.e., grid, strip ~~circle~~, point-to-point, spiral, etc.).
3. After processing the more obvious evidence, the search for and collection of additional trace evidence shall be made before dusting for fingerprints.
4. If evidence collected in the field changes possession from one member of the Department to another at any time, the transfer shall be documented in the ~~original~~ **incident** report or a supplemental report.
5. Elimination fingerprints and physical evidence standards ~~s-samples~~ may be collected after the above actions are completed.

B. Photographing and Videotaping

The photographing and videotaping of crime scenes is an invaluable way to illustrate the condition of a crime scene as it existed in its original state. It shall be notated in a report if a crime scene is photographed or videoed. The report should also indicate the date they ~~y~~ **photographs or videos** were taken and the person that took them.

1. Photographing

- a. Officers / **Investigators** will evaluate each crime scene to determine the need for photographs.
- b. If an Officer / **Investigator** determines that the taking of photographs would be beneficial in helping to document the crime scene or evidence at a scene, the Officer / **Investigator** ~~will~~ **shall** take photographs or arrange to have photographs taken. Some scenes may require the assistance of the Department's Crime Scene ~~Analyst~~ **Investigator**.
- c. All ~~aspects of the crime scene should~~ **photographs shall** be ~~photographed~~ **made** in an effort to fairly and accurately depict **all aspects** of the **crime** scene. Photographs should be taken of the entire scene first and subsequent photographs taken as the Officer / **Investigator** progressively moves towards more specific aspects of the scene.

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- d. Photographs should be taken before evidence is processed and collected in order to document where the evidence was found at the crime scene.
- e. After photographs have been taken, the images shall be downloaded and ~~sent to the Department's secure server or~~ attached directly to the applicable case number in the Department's RMS system.

2. Videotaping

- a. The use of videotaping is generally reserved for major crime scenes when, in the opinion of the Investigator-in-charge, videotaping would be beneficial.
- b. Like photographing, videotaping should begin by looking at the big picture and then the minute details. Videotaping should also be conducted before evidence is processed and collected.
- c. When videotaping, all persons that are not absolutely necessary in the crime scene area shall be removed.
- d. When videotaping, the audio should be disabled to avoid outside noises distracting from the video.
- e. After videos have been completed, the files shall be downloaded and ~~sent to the department's secure server or~~ attached directly to the applicable case number in the Department's RMS system.

C. Fingerprints

1. Fingerprints may be recovered from a variety of surfaces, including smooth surfaces, glass, paper, metal, plastic, and desk and or counter tops.
2. Where the possibility of latent prints exists, the Officer / Investigator-in-charge or Crime Scene Analyst Investigator should properly dust for the prints.
3. When a latent print becomes visible after dusting, the Officer, Investigator, or Crime Scene Analyst Investigator will shall lift the print by using latent print lifting tape.
4. The tape will shall be placed onto a fingerprint card and with the back of the card notated with the date, case number, location of incident, print location, and the person's name that lifted the print.
5. The Crime Scene Analyst Investigator or other personnel that have received proper training may also utilize other techniques to process collected evidence for latent prints.

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VI. **Marking / Collecting Evidence**

- A. A piece of evidence may be marked on the container or item, as appropriate, to show its original position / location.
- B. A piece of evidence may be marked distinctively by the Officer / Investigator who found the particular piece of evidence so that it may be identified later.
- C. Each item should be described exactly and completely with the corresponding case number, date, and time of collection.
- D. Each item should be packaged separately, avoiding even the appearance of a possibility of contamination.
- E. Wet items or items with blood, such as clothing, bed sheets, or patches of carpet, should be dried before being packaged. The drying chamber, located in the Property and Evidence section, shall be used for items that will take an extended period of time to dry.
- F. Special Considerations:
 - 1. Computer Equipment and Data Storage Devices

When criminal investigations involve the seizure of computer equipment or electronic data storage devices, the proper method of collecting and preserving hardware, software, and data files is of paramount importance.

a. Personnel shall follow these general procedures:

- 1. Immediately restrict access to the computer equipment, electronic data storage device, and the surrounding area to necessary personnel.
- 2. Photograph the scene, including the computer / device and any peripheral equipment.
- 3. Preserve the scene due to possible latent fingerprint evidence.
- 4. Search the immediate area of the computer / device, paying special attention to any notes, information, or passwords that the suspect may have written.

b. Personnel collecting stand-alone computers shall follow these specific procedures:

- 1. If the computer is off, DO NOT turn it on.
- 2. If the computer is on, DO NOT turn it off.

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3. Personnel must first remove the power cord from the rear of the computer and then remove the power cord from the outlet. If a laptop computer does not turn off in this manner, then locate and remove the battery pack.
 4. To enable accurate reassembly later, employees shall clearly label all existing connections to and from the computer.
 5. Properly package all components and keep them away from magnets, radio transmitters, and other potentially damaging elements.
- c. Personnel collecting storage media or computer software should notate the location where the item(s) was located. The item(s) must also be kept away from magnets, radio transmitters, and other potentially damaging elements.
- d. Personnel collecting PDAs, cell phones, tablets, and digital cameras shall follow these specific procedures:
1. If the device is off, DO NOT turn it on.
 2. If the device is on, DO NOT turn it off. Leave the device on; powering down the device could enable a password.
 3. Activate the device's "airplane mode," if possible. This will ensure the device cannot be remotely erased.
 - ~~3.4.~~ If the device is charging, first remove the power cord from the rear of the device and then remove the power cord from the outlet.
 - ~~4.5.~~ Collect all cables and attempt to keep the device charged.
 - ~~5.6.~~ If the battery is removed, data may be lost.
2. DNA Evidence
- a. First responder responsibilities and precautions
1. It is the responsibility of the first responding Officer to ~~assure~~ ensure that any item containing suspected DNA ~~shall~~ be protected from contamination, until it can be properly collected. Suspected DNA evidence must be protected from contamination by the public, other persons at the scene, and ~~from~~ inclement weather.
 2. Because extremely small samples of DNA can be used as evidence, greater attention to contamination is necessary.

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3. Evidence can be contaminated when DNA from another source gets mixed with DNA relevant to the case. This can happen when someone sneezes or coughs over the evidence or touches his / her mouth, nose, or other part of the face and then touches the area of the evidence containing the DNA.
- b. Collection, storage, and transportation
1. Suspected DNA evidence shall be collected by personnel that have received proper training in the procedures for the collection and handling of such evidence. At a minimum the training will cover the basic collecting and packaging of DNA. Disposable latex or nitrile gloves ~~will~~ shall be worn when handling items containing suspected DNA or when collecting suspected DNA samples. Items that contain suspected DNA shall be placed in paper bags or paper envelopes. When collecting suspected DNA samples, the following procedures apply:
 - (a) If the surface / stain to be swabbed is wet, use a two (2) clean, sterile cotton-tipped applicators and swab the suspect area. ~~Allow the swab to dry then place in a swab box.~~ Place the swabs into separate swab boxes. The swabs may be placed into swab boxes after either being allowed to dry or while still wet. Seal both ends of the swab boxes and initial the seals.
 - (b) If the surface / stain is dry, use a clean, sterile cotton-tipped applicator, moisten the end with a sterile distilled water ampule, then swab the suspect area. Then use a second dry, sterile cotton-tipped applicator in the same area that was just swabbed with the moistened swab. ~~Allow the swabs to dry and place them in separate swab boxes.~~ Place the swabs into separate swab boxes. The swabs may be placed into swab boxes after either being allowed to dry or while still wet. Seal both ends of the swab boxes and initial the seals.
 - (c) The following information should also be written on the outside of the swab boxes: applicable case number, suspect name (if known), location, date, and name of Officer / Investigator who collected the swab(s).

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- (d) Place the swab boxes into paper evidence envelopes and seal. Swabs collected from different areas / stains should be packaged in separate evidence envelopes and submitted as separate items of evidence.
 2. DNA evidence should never be placed in plastic bags. The moisture contained in the bags can damage the DNA. The collection of some DNA evidence may require specialized techniques and the expertise of the Department's Crime Scene Analyst Investigator or other personnel that have received proper training.
 - ~~2.3.~~ When transporting and storing DNA evidence, it must be kept dry and at room temperature. The evidence must be transported in such a way that ensures proper identification and proper chain of custody.
- c. Submission to the Crime Lab

The Investigating Officer / Investigator shall complete a Georgia Bureau of Investigation Evidence Submission Form for any DNA evidence that requires submission to one of the GBI accredited crime laboratories. DNA evidence shall be submitted to a GBI crime laboratory in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure.

VII. Collection of Known Source Material

When available, materials and substances shall be collected from a known source for submission to the GBI crime lab for comparison with other physical evidence submitted. Examples include hairs, and fibers, paint, glass, wood, soil, tool marks, etc.

VIII. Reporting

A report shall be prepared by the person(s) Officer / Investigator who processes a crime / traffic collision scene. The report should include:

- A. Date and time of arrival
- B. Location of the crime or traffic collision
- C. Name of the victim(s) and suspect(s), if any
- D. Actions taken at the scene, including a list of all physical evidence recovered
- E. Case number and name of investigating Officer
- F. Disposition of physical evidence
- G. Crime scene measurement information, if any

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This policy supersedes any previous policies issued.

BY ORDER OF

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO92-7.4
<i>Subject</i> Criminal Investigations Organization and Administration		
<i>Reference</i>		<i>Revised</i> January 22, 2019 October 22, 2019
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> January October 2021	<i>No. Pages</i> 7

I. Policy

It ~~shall be~~ **is** the policy of the Dalton Police Department to maintain a Criminal Investigations Division (CID) for the purpose of conducting initial and follow-up criminal investigations and to gather intelligence related to violations of the law.

II. Organization

- A. The Criminal Investigations Division Commander shall be responsible for managing the investigative operations of the Dalton Police Department. The Division Commander will regularly update the Chief of Police and Assistant Chief regarding all major case investigations. All personnel assigned to CID will be non-uniformed.
- B. The Division Operations Supervisor is responsible for planning, directing, and evaluating the work activities of ~~the Criminal Investigation Division~~ **CID**.
- C. The Drug Enforcement Unit (**DEU**) is responsible for conducting drug and vice investigations, making arrests, interviewing suspects and witnesses, managing intelligence information, and conducting surveillance. The ~~Drug Enforcement Unit~~ **DEU** Sergeant shall oversee the day-to-day activities of the unit.
- D. Members of CID participate in the Conasauga Circuit FBI Safe Streets Task Force (SSTF). The SSTF is responsible for investigating major cases, organized crime, gang-related offenses and activity, and other assigned cases. CID members who are assigned to the SSTF are under the direct supervision of the ~~CID-Drug Enforcement Unit~~ **DEU** Sergeant.
- E. **General Case Investigators** are responsible for conducting follow-up criminal investigations, which may include responding to crime scenes, conducting interviews, collecting evidence, performing lawful searches, identifying suspects, and making arrests.
- F. **The Polygraph Investigator** is responsible for conducting pre-employment and criminal polygraph examinations for the Agency. This Investigator also conducts follow-up criminal investigations.

- G. The Crime Scene Investigator is responsible for processing and documenting crimes scenes and collecting and analyzing evidence. This Investigator also conducts follow-up criminal investigations.
- H. The Intelligence Analyst is responsible for reviewing, analyzing, and interpreting data from sources, such as incident reports, field interviews, traffic citations, and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the Agency.

III. Case Management

- A. It shall be the responsibility of the Division Commander or his / her designee to assign cases and to review all incident reports. Cases will be assigned for follow-up investigation based on the following:
 1. Solvability factors
 2. The nature and seriousness of the case
 3. In cases requiring specialized skills and abilities (i.e., sex crimes, juvenile offenses, homicides, etc.), the Division Commander or his / her designee may assign the case to a particular Investigator who possesses the special skills necessary to properly conduct the investigation.
- B. Once the assignment has been made, the assigned Investigator shall be designated as Lead Investigator. He / she is responsible for conducting a thorough and timely investigation and reporting case progress to ~~their~~ his / her Supervisor through the Department's Records Management System (RMS) on a regular basis.
- C. The CID assigning Supervisor is responsible for monitoring and guiding the investigation of all cases he / she assigns. The Supervisor shall establish appropriate case review periods for case progress and shall determine whether investigations should continue or be closed / cleared.

IV. Case Status

The Division Commander or his / her designee shall maintain case control through the use of the ~~computer system~~ Department's RMS case management ~~program~~ function. This should reflect who is assigned the case, date assigned, and status.

Cases shall be assigned the following statuses:

A. Active / Open Case

Any case that has workable leads that the Investigator or Supervisor believes could result in solving the case is considered an active / open case.

B. Inactive Case - Administratively Closed

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The Division Commander or his / her designee may designate an investigation inactive if ~~they~~ he / she ~~are~~ is of the opinion that the follow-up investigation has exhausted all leads and there is not enough evidence for the case to be cleared.

C. Cleared Case

All cases may be cleared in one of the following ways:

1. Exceptionally Cleared

A case is considered cleared by exception when there is enough information to support an arrest, but there is some reason, outside the Investigator's control, that precludes the arrest.

2. Cleared by Arrest

A case is considered cleared by arrest when one or more persons are arrested in reference to the case.

3. Unfounded:

A case is considered unfounded when the investigation yields no evidence to verify that a crime occurred.

V. **Case File Management**

A. Each investigator shall maintain his / her own case file for each assigned cases.

B. Working Current case files, which are case files for open / active cases, shall be maintained in a standard size file folder with, at a minimum, the case number written on the tab of the folder, electronically on the Department's CID server, or as a combination of both.

C. Each working case file shall be constructed of documents or digital files that are collected by the Investigator and deemed prudent to the investigation. These Documents may include, but are not limited to, copies of original and supplemental reports, criminal histories, and copies of warrants and subpoenas issued. Digital files include photographs, audio recordings, video recordings, and digital data. An ~~case-file~~ Investigative Checklist shall also be used by Investigators as a guide to aid in the investigative process.

D. All original items of evidence ~~will~~ shall be placed in the Property and Evidence Section in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure. This includes, but is not limited to, physical evidence collected from crime scenes, suspects, victims, vehicles, or any other location. ~~Copies of these items may be kept in the working case file if needed by the Investigator, for example audio recordings or transcriptions, photographs, etc. After clearing a case, the Investigator shall transfer all pertinent data from the working case file to the Department's Records Management System (RMS).~~

E. Upon the closure or clearance of a case, the Investigator shall upload all photographs, audio and video recordings, investigative notes, and all other items

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contained in the case file to the Files section of the Case Management Table within the Department's RMS. Any items that may be of a sensitive nature shall be placed in Property and Evidence rather than uploaded into RMS.

- ~~E.F.~~ Access to case files is restricted to Agency personnel.
- ~~F.G.~~ Case files maintained on the Department's RMS ~~will~~ shall not be purged without a court order or permission from the CID Division Commander. ~~Investigative notes and other non-evidentiary information that may have value may be scanned into the imaging system and stored in the Records Management System.~~

VI. Conducting Follow-Up Investigations

The nature and complexity of criminal investigations can vary greatly. The CID assigning Supervisor shall be responsible for coordinating Investigators' actions to ensure that appropriate investigate techniques and resources are used to conduct a thorough investigations. A follow-up investigative guide will provide the framework for basic investigations and will include the minimum sections listed below. CID Supervisors and Investigators will utilize additional techniques and resources as required by the nature of the case.

- A. Reviewing the Dalton PD Investigative Checklist and placing a copy into the ~~working~~ case file
- B. Identifying all persons involved in the case and arresting suspects if facts support criminal charges
- C. Reviewing all Department records, reports, and all previously-gathered documentation regarding the assigned case. Investigators should contact Patrol Officers who conducted the preliminary investigation to determine if additional information exists.
- D. Conducting interviews and / or interrogations of suspects, witnesses, and victims
- E. Collecting, documenting, securing, and preserving physical evidence in the Department Property and Evidence Section. Investigators shall arrange for timely evaluation and analysis of evidence items by the Department's Crime Scene Investigator and / or other outside laboratories. Investigators shall review and analyze findings to determine value to the investigation.
- F. Investigators shall use ~~all~~ appropriate computerized records, including criminal histories, to locate relevant information on all persons involved in the case and to locate similar occurrences. ~~Some search examples include:~~ Federal, state, and local databases, along with social media sites, are tools available to Investigators for advanced searches.

~~1. Department Records~~

~~2. NCIC / GCIC~~

~~3. GISAC~~

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- 4. ~~FBI~~
- 5. ~~N-DEX~~
- 6. ~~VICAP~~
- 7. ~~Records of other local criminal justice agencies~~

- G. Seeking additional information from ~~uniformed~~ Patrol Officers and / or Confidential Informants
- H. Distributing information, ~~such as lookouts~~, as appropriate
- I. Planning, organizing, and conducting searches
- J. Arranging for polygraph examinations
- K. Preparing cases for court presentation
- L. Re-contacting ~~the~~ victims / witnesses periodically to determine ~~whether if their~~ needs are being met
- M. Explaining to victims / witnesses the procedures involved in the prosecution of their cases and their role in those procedures
- N. Scheduling line-ups, interviews, and other required appearances at the convenience of ~~the~~ victims / witnesses
- O. ~~Promptly~~ returning ~~promptly~~ victim / witness property taken as evidence, if feasible

VII. **Roll Call Attendance**

In an effort to enhance the relationship between ~~the Criminal Investigations Division~~ CID and the Patrol Division, and to provide for the exchange of information, Investigators will periodically participate in roll call sessions conducted for Patrol Officers.

VIII. **On-Call Status**

- A. The Criminal Investigations Division will maintain an “on-call” list and make that list available to all Department personnel and the ~~Whitfield County~~ 911 ~~Communications~~ Center.
- B. Investigators ~~on-call~~ that have been called out are responsible for responding within one (1) hour of being notified by a Supervisor.
- C. Investigators unable to complete their ~~on-call~~ responsibilities are required to find a replacement and notify on-duty Supervisors and the ~~Whitfield County~~ 911 Center of the changes to the on-call ~~roster~~ list.
- D. The on-call Investigator’s typical working hours will be during second shift.

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IX. Major Case Investigations

- A. Some criminal investigations may require an immediate mobilization of significant Agency resources, as well as resources of other agencies. Some examples include:
 - 1. Homicides, especially when multiple victims are involved
 - 2. Serial crimes, such as homicides, sexual crimes, etc.
 - 3. Crimes which, because of the unusual nature, may cause significant public alarm
 - 4. Other crimes deemed appropriate by the ~~Criminal Investigations~~ CID Division Commander or his / her designee.
- B. When the initial Investigator or Supervisor determines that a case, or series of related cases, may warrant the enhanced effort of a Major Case Investigation (MCI), he / she ~~will~~ shall notify the ~~Criminal Investigations~~ CID Division Commander and the Chief of Police immediately.
- C. MCIs requires the designation of a Lead Investigator and must use an established method of managing leads to ensure a thorough and coordinated effort that will lead to a successful resolution and / or criminal prosecution.
- D. MCIs may require the establishment of more elaborate Incident Command post facilities, operations centers, and / or the associated communications and mechanical systems necessary to sustain the ~~post~~ operation for multiple days.
- E. The ~~Criminal Investigations~~ CID Division Commander shall maintain a contingency plan for MCIs, based on the most likely scenarios, in order to heighten preparation for such cases.
- F. Criminal Investigators and Department Supervisors shall receive training on conducting Major Case Investigations within one year of promotion or appointment.

X. Investigative Task Forces

- A. The use of an investigative task force can be a valuable tool in combating crimes committed by organized groups or individuals committing crimes in multi-jurisdictional areas. Combining the efforts of several agencies enhances the chances of being successful in combating the crime.
- B. The initiating agency should take the ultimate responsibility for conducting the task force operations with the other participating agencies in a supporting role.
- C. Task force Officers may have to operate outside their own jurisdiction. Authority to operate can be conferred by such means as a special deputation for the duration of the task force operation.

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- D. In those instances where the Chief of Police decides that the Department will be involved in a task force, an agreement or a Memorandum of Understanding (MOU) will be signed by all participating agencies.
- E. The ~~Criminal Investigations~~ CID Division Commander shall periodically evaluate the results of any task force and shall brief the Chief of Police on the task force's progress. The Chief of Police shall determine the necessity to continue or discontinue the Department's involvement in ~~the~~ any task force.

XI. **Cold Cases**

The term "cold case" refers to an inactive case that was initially investigated to the fullest extent possible and was unable to be cleared based on the information, evidence, or technology known at the time.

- A. The evaluation criteria for re-investigating a cold case will generally include, but is not limited to, the following:
 - 1. There is newly discovered evidence in the case.
 - 2. There are newly discovered witnesses to the events surrounding the investigation.
 - 3. Emerging technologies create a new way to examine previous evidence or aspects of the case.
 - 4. Personnel recognize some aspect of the case that was previously not fully explored.
- B. Cold cases that shall be annually evaluated for further possible investigative actions include, but are not limited to:
 - 1. Murder cases
 - 2. Kidnapping cases
 - 3. Missing Persons cases
 - 4. Rape cases (where the victim did not know the suspect)
- C. An Investigator assigned to a cold case shall document his / her investigative actions in a supplemental report.

XII. **Identity Theft**

- A. Any Officer may initiate an incident report for crimes associated with identity theft. Recording all relevant information and data in such reports is essential for a follow-up investigation. Officers ~~should~~ shall ask victim(s) if they wish to have their information entered into the Federal Bureau of Investigation's Identity Theft File. If victim(s) wish for their information to be entered into the file, the Officer shall provide them with the GCIC Identity Theft File Consent Document and make sure all relevant information is gathered and forwarded to ~~the~~ Records

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Section.

- B. When taking reports of identity theft, Officers ~~should~~ shall provide information and any assistance reasonably possible to help victims resolve their problem. Victims ~~should~~ shall be instructed to follow up with one of the three major consumer reporting companies; Equifax, Experian, or TransUnion. These agencies share a common database so the victim does not have to notify all three.
- C. The Criminal Investigations Division will be responsible for follow-up investigations relating to identity theft crimes.
- D. If an Investigator is assigned an identity theft case, he / she shall coordinate with other applicable agencies and assist in any way possible.
- E. Identity theft prevention brochures will be provided to the public in the lobby of the Police Services Center. Additional information about identity theft will be provided to the public ~~on the Department's Blog~~ through social media or other public relations functions.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON FIRE DEPARTMENT

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Fire Chief
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404 School Street
Dalton, GA 30720



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

Monthly Synopsis

September 2019

Incident Response

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	14	4.51%
Overpressure Rupture, Overheat	2	0.64%
Rescue/Medical	219	70.64%
Hazardous Condition	11	3.54%
Service Call	1	0.32%
Good Intent	34	10.96%
False Alarm	28	9.03%
Severe Weather	1	0.32%
Total Responses	310	
Average Response Time	3:19	
Estimated Loss	\$1,321.00	

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.32%	\$120	9.08%
113 Cooking fire, confined to container	6	1.93%	\$0	0.00%
138 Off-road vehicle or heavy equipment fire	1	0.32%	\$1,200	90.84%
140 Natural vegetation fire, Other	1	0.32%	\$0	0.00%
141 Forest, woods or wildland fire	1	0.32%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	2	0.64%	\$1	0.07%
143 Grass fire	1	0.32%	\$0	0.00%
151 Outside rubbish, trash or waste fire	1	0.32%	\$0	0.00%
	14	4.51%	\$1,321	100.00%
2 Overpressure Rupture, Explosion, Overheat (no fire)				
251 Excessive heat, scorch burns with no	2	0.64%	\$0	0.00%
	2	0.64%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	197	63.54%	\$0	0.00%
322 Motor vehicle accident with injuries	16	5.16%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	0.64%	\$0	0.00%
352 Extrication of victim(s) from vehicle	3	0.96%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.32%	\$0	0.00%
	219	70.64%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	2	0.64%	\$0	0.00%
412 Gas leak (natural gas or LPG)	2	0.64%	\$0	0.00%
444 Power line down	3	0.96%	\$0	0.00%
445 Arcing, shorted electrical equipment	4	1.29%	\$0	0.00%
	11	3.54%	\$0	0.00%
5 Service Call				
551 Assist police or other governmental agency	1	0.32%	\$0	0.00%
	1	0.32%	\$0	0.00%
6 Good Intent Call				
600 Good intent call, Other	1	0.32%	\$0	0.00%
611 Dispatched & cancelled en route	24	7.74%	\$0	0.00%

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
622 No Incident found on arrival at dispatch	3	0.96%	\$0	0.00%
631 Authorized controlled burning	1	0.32%	\$0	0.00%
651 Smoke scare, odor of smoke	4	1.29%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.32%	\$0	0.00%
	34	10.96%	\$0	0.00%
7 False Alarm & False Call				
715 Local alarm system, malicious false alarm	1	0.32%	\$0	0.00%
731 Sprinkler activation due to malfunction	3	0.96%	\$0	0.00%
732 Extinguishing system activation due to	1	0.32%	\$0	0.00%
733 Smoke detector activation due to	3	0.96%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	0.96%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.32%	\$0	0.00%
742 Extinguishing system activation	1	0.32%	\$0	0.00%
743 Smoke detector activation, no fire -	7	2.25%	\$0	0.00%
744 Detector activation, no fire -	1	0.32%	\$0	0.00%
745 Alarm system activation, no fire -	7	2.25%	\$0	0.00%
	28	9.03%	\$0	0.00%
8 Severe Weather & Natural Disaster				
814 Lightning strike (no fire)	1	0.32%	\$0	0.00%
	1	0.32%	\$0	0.00%

Total Incident Count: 310

Total Est Loss:

\$1,321

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	1	\$1,200,500	\$120	\$1,200,380	0.01%	99.99%
138 Off-road vehicle or	1	\$100,000	\$1,200	\$98,800	1.20%	98.80%
142 Brush or	1	\$10	\$1	\$9	10.00%	90.00%
Grand Totals	3	\$1,300,510	\$1,321	\$1,299,189		

Total Percent Lost: 0.10 %

Total Percent Saved: 99.90 %

DALTON

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002628	0	09/01/2019	02:00:00	1320 Winton	611 Dispatched & cancelled en route	
19-0002629	0	09/01/2019	05:10:27	1707 Willow Oak	311 Medical assist, assist EMS crew	
19-0002630	0	09/01/2019	11:33:09	1220 Broadrick	611 Dispatched & cancelled en route	
19-0002631	0	09/01/2019	11:34:23	875 College	445 Arcing, shorted electrical	
19-0002632	0	09/01/2019	14:52:54	815 Shugart	311 Medical assist, assist EMS crew	
19-0002633	0	09/01/2019	15:56:26	708 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002634	0	09/01/2019	17:58:25	902 Avenue E	352 Extrication of victim(s) from	
19-0002635	0	09/01/2019	19:05:10	Maddox Chapel	322 Motor vehicle accident with	
19-0002636	0	09/01/2019	22:24:33	3201 North Bypass	311 Medical assist, assist EMS crew	
19-0002637	0	09/01/2019	23:41:49	1305 Vann	311 Medical assist, assist EMS crew	
19-0002638	0	09/02/2019	00:18:56	2000 Chattanooga	611 Dispatched & cancelled en route	
19-0002639	0	09/02/2019	05:06:18	803 Stillwood	311 Medical assist, assist EMS crew	
19-0002640	0	09/02/2019	05:27:12	222 Mountain View	311 Medical assist, assist EMS crew	
19-0002641	0	09/02/2019	06:49:01	704 Ridgewood	311 Medical assist, assist EMS crew	
19-0002642	0	09/02/2019	10:54:20	1708 Chestnut Oak	311 Medical assist, assist EMS crew	
19-0002643	0	09/02/2019	11:33:06	610 Strain	311 Medical assist, assist EMS crew	
19-0002644	0	09/02/2019	13:51:57	2202 Druid	311 Medical assist, assist EMS crew	
19-0002645	0	09/02/2019	15:21:57	North Bypass	143 Grass fire	
19-0002646	0	09/02/2019	17:17:45	Cleveland	611 Dispatched & cancelled en route	
19-0002647	0	09/02/2019	17:19:04	1422 Mineral Springs	311 Medical assist, assist EMS crew	
19-0002648	0	09/02/2019	17:22:22	432 Fourth	311 Medical assist, assist EMS crew	
19-0002649	0	09/02/2019	17:45:38	Thornton (South)	322 Motor vehicle accident with	
19-0002650	0	09/02/2019	19:13:41	432 Fourth	311 Medical assist, assist EMS crew	
19-0002651	0	09/03/2019	00:15:21	609 Thornton (South)	311 Medical assist, assist EMS crew	
19-0002652	0	09/03/2019	03:44:07	708 Morris (East)	311 Medical assist, assist EMS crew	
19-0002653	0	09/03/2019	04:23:23	1275 Elkwood	744 Detector activation, no fire -	
19-0002654	0	09/03/2019	08:03:23	1529 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002655	0	09/03/2019	08:51:43	1009 Poly Pac	311 Medical assist, assist EMS crew	
19-0002656	0	09/03/2019	09:09:35	2209 Raintree	311 Medical assist, assist EMS crew	
19-0002657	0	09/03/2019	10:47:14	210 Morris (West)	611 Dispatched & cancelled en route	

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002658	0	09/03/2019	16:10:30	1902 Kimberly Park	611 Dispatched & cancelled en route	
19-0002659	0	09/03/2019	16:41:22	2506 Fescue	113 Cooking fire, confined to	
19-0002660	0	09/03/2019	19:03:06	618 Cockburn	311 Medical assist, assist EMS crew	
19-0002661	0	09/03/2019	19:57:50	785 College	611 Dispatched & cancelled en route	
19-0002662	0	09/04/2019	09:58:09	1822 Chattanooga	311 Medical assist, assist EMS crew	
19-0002663	0	09/04/2019	10:27:02	Glenwood (North)	322 Motor vehicle accident with	
19-0002664	0	09/04/2019	10:46:01	2311 Chattanooga	742 Extinguishing system activation	
19-0002665	0	09/04/2019	10:48:56	200 Emery (West)	322 Motor vehicle accident with	
19-0002666	0	09/04/2019	11:50:03	791 Bermuda	311 Medical assist, assist EMS crew	
19-0002667	0	09/04/2019	13:07:36	2225 Walnut (East)	311 Medical assist, assist EMS crew	
19-0002668	0	09/04/2019	13:12:44	602 Morningside	311 Medical assist, assist EMS crew	
19-0002669	0	09/04/2019	13:15:38	2524 Walnut (East)	311 Medical assist, assist EMS crew	
19-0002670	0	09/04/2019	13:58:44	Abutment	322 Motor vehicle accident with	
19-0002671	0	09/04/2019	14:23:55	1275 Cross Plains	611 Dispatched & cancelled en route	
19-0002672	0	09/04/2019	14:56:25	1247 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002673	0	09/04/2019	15:02:30	207 Westerly	311 Medical assist, assist EMS crew	
19-0002674	0	09/04/2019	15:32:33	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
19-0002675	0	09/04/2019	16:19:34	502 Eleventh	745 Alarm system activation, no fire -	
19-0002676	0	09/04/2019	16:56:02	1505 Coronet	444 Power line down	
19-0002677	0	09/04/2019	19:13:18	Hawthorne (East)	311 Medical assist, assist EMS crew	
19-0002678	0	09/04/2019	19:27:55	610 Strain	311 Medical assist, assist EMS crew	
19-0002679	0	09/04/2019	22:19:54	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
19-0002680	0	09/05/2019	15:08:00	1219 Frazier	311 Medical assist, assist EMS crew	
19-0002681	0	09/05/2019	15:17:11	816 Walnut Square	745 Alarm system activation, no fire -	
19-0002682	0	09/05/2019	15:41:46	1306 Underwood	311 Medical assist, assist EMS crew	
19-0002683	0	09/05/2019	16:29:57	1220 Broadrick	311 Medical assist, assist EMS crew	
19-0002684	0	09/05/2019	16:47:31	711 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0002685	0	09/05/2019	17:09:05	500 Dawn	311 Medical assist, assist EMS crew	
19-0002686	0	09/05/2019	18:10:15	1287 Glenwood (North)	142 Brush or brush-and-grass mixture	\$1
19-0002687	0	09/05/2019	18:32:17	402 Norman	311 Medical assist, assist EMS crew	

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002688	0	09/06/2019	06:38:10	704 Moonraker	311 Medical assist, assist EMS crew	
19-0002689	0	09/06/2019	10:25:35	331 I-75 N. Bound	322 Motor vehicle accident with	
19-0002690	0	09/06/2019	11:02:55	1114 Foster	311 Medical assist, assist EMS crew	
19-0002691	0	09/06/2019	11:44:05	708 Morris (East)	651 Smoke scare, odor of smoke	
19-0002692	0	09/06/2019	12:06:11	1500 Manly	311 Medical assist, assist EMS crew	
19-0002693	0	09/06/2019	12:33:24	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0002694	0	09/06/2019	16:07:33	815 Shugart	311 Medical assist, assist EMS crew	
19-0002695	0	09/06/2019	18:23:25	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002696	0	09/06/2019	18:36:09	2008 Sourwood	631 Authorized controlled burning	
19-0002697	0	09/06/2019	19:12:55	Underwood	322 Motor vehicle accident with	
19-0002698	0	09/06/2019	22:29:40	2230 Hamilton Extension	311 Medical assist, assist EMS crew	
19-0002699	0	09/07/2019	00:11:13	1304 Vann	311 Medical assist, assist EMS crew	
19-0002700	0	09/07/2019	09:28:53	1320 Winton	311 Medical assist, assist EMS crew	
19-0002701	0	09/07/2019	11:55:34	1285 Cross Plains	311 Medical assist, assist EMS crew	
19-0002702	0	09/07/2019	12:49:27	211 Bogle (North)	311 Medical assist, assist EMS crew	
19-0002703	0	09/07/2019	15:34:25	433 Underwood	311 Medical assist, assist EMS crew	
19-0002704	0	09/07/2019	15:43:04	I-75 S. Bound	611 Dispatched & cancelled en route	
19-0002705	0	09/07/2019	16:12:37	1000 Liddell	311 Medical assist, assist EMS crew	
19-0002706	0	09/07/2019	17:39:30	1621 Beechland	311 Medical assist, assist EMS crew	
19-0002707	0	09/07/2019	21:23:08	1893 Grand Summit	311 Medical assist, assist EMS crew	
19-0002708	0	09/07/2019	22:45:02	2681 Underwood	311 Medical assist, assist EMS crew	
19-0002709	0	09/08/2019	03:10:12	1213 Applewood	311 Medical assist, assist EMS crew	
19-0002710	0	09/08/2019	09:18:53	1316 Winton	733 Smoke detector activation due to	
19-0002711	0	09/08/2019	10:04:40	1320 Winton	743 Smoke detector activation, no fire	
19-0002712	0	09/08/2019	13:11:23	708 Morris (East)	311 Medical assist, assist EMS crew	
19-0002713	0	09/08/2019	16:32:26	501 Legion	322 Motor vehicle accident with	
19-0002714	0	09/08/2019	16:34:14	801 Katlau	311 Medical assist, assist EMS crew	
19-0002715	0	09/08/2019	18:45:49	706 Ridgewood	311 Medical assist, assist EMS crew	
19-0002716	0	09/08/2019	19:43:49	1809 Ridgefield	311 Medical assist, assist EMS crew	
19-0002717	0	09/08/2019	20:01:16	1604 Underwood	311 Medical assist, assist EMS crew	

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002718	0	09/08/2019	20:30:56	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0002719	0	09/08/2019	23:25:17	612 Dantzler	311 Medical assist, assist EMS crew	
19-0002720	0	09/09/2019	09:04:26	901 Hamilton (North)	444 Power line down	
19-0002721	0	09/09/2019	09:54:19	Willowdale	611 Dispatched & cancelled en route	
19-0002722	0	09/09/2019	13:05:26	1315 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002723	0	09/09/2019	15:56:03	205 Waterworks (West)	311 Medical assist, assist EMS crew	
19-0002724	0	09/09/2019	18:30:26	409 Carson	311 Medical assist, assist EMS crew	
19-0002725	0	09/09/2019	20:18:38	904 Julian	311 Medical assist, assist EMS crew	
19-0002726	0	09/09/2019	20:23:18	1220 Broadrick	311 Medical assist, assist EMS crew	
19-0002727	0	09/10/2019	00:26:57	Keith	412 Gas leak (natural gas or LPG)	
19-0002728	0	09/10/2019	07:23:29	500 Brittney	311 Medical assist, assist EMS crew	
19-0002729	0	09/10/2019	13:27:34	1411 Chattanooga	322 Motor vehicle accident with	
19-0002730	0	09/10/2019	13:39:20	201 Spencer (North)	113 Cooking fire, confined to	
19-0002731	0	09/10/2019	15:45:30	98 Walnut (West)	140 Natural vegetation fire, Other	
19-0002732	0	09/10/2019	16:21:37	112 Eugenia	151 Outside rubbish, trash or waste	
19-0002733	0	09/10/2019	21:02:47	1013 Trammell	311 Medical assist, assist EMS crew	
19-0002734	0	09/10/2019	22:17:20	1200 Crawford (West)	814 Lightning strike (no fire)	
19-0002735	0	09/11/2019	02:53:36	421 Claude	311 Medical assist, assist EMS crew	
19-0002736	0	09/11/2019	09:16:42	Walnut (East)	322 Motor vehicle accident with	
19-0002737	0	09/11/2019	10:26:58	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0002738	0	09/11/2019	12:24:59	715 College	353 Removal of victim(s) from stalled	
19-0002739	0	09/11/2019	14:41:40	1810 Bridgewater	311 Medical assist, assist EMS crew	
19-0002740	0	09/11/2019	17:23:01	311 Thornton (North)	251 Excessive heat, scorch burns with	
19-0002741	0	09/11/2019	19:25:03	1109 Brookwood	311 Medical assist, assist EMS crew	
19-0002742	0	09/11/2019	20:07:06	1200 James	311 Medical assist, assist EMS crew	
19-0002743	0	09/11/2019	21:07:00	1475 Westover	311 Medical assist, assist EMS crew	
19-0002744	0	09/12/2019	00:14:17	908 Elk	741 Sprinkler activation, no fire -	
19-0002745	0	09/12/2019	00:48:37	2315 Sir Lancelot	311 Medical assist, assist EMS crew	
19-0002746	0	09/12/2019	02:27:09	1200 Memorial	622 No Incident found on arrival at	
19-0002747	0	09/12/2019	05:20:40	1915 Brady	311 Medical assist, assist EMS crew	

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002748	0	09/12/2019	08:59:14	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0002749	0	09/12/2019	09:18:14	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002750	0	09/12/2019	13:25:59	1116 Willowdale	611 Dispatched & cancelled en route	
19-0002751	0	09/12/2019	13:52:03	432 Fourth	311 Medical assist, assist EMS crew	
19-0002752	0	09/12/2019	14:27:08	1001 Poly Pac	311 Medical assist, assist EMS crew	
19-0002753	0	09/12/2019	15:06:10	1369 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002754	0	09/12/2019	15:26:56	1907 Chattanooga	311 Medical assist, assist EMS crew	
19-0002755	0	09/12/2019	15:41:40	1108 Walston	111 Building fire	\$120
19-0002756	0	09/12/2019	15:46:26	1001 Market	311 Medical assist, assist EMS crew	
19-0002757	0	09/12/2019	15:53:02	815 Shugart	311 Medical assist, assist EMS crew	
19-0002758	0	09/12/2019	17:38:12	815 Shugart	311 Medical assist, assist EMS crew	
19-0002759	0	09/12/2019	17:54:09	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002760	0	09/12/2019	22:36:41	227 Grace	311 Medical assist, assist EMS crew	
19-0002761	0	09/12/2019	23:21:56	609 Thornton (South)	311 Medical assist, assist EMS crew	
19-0002762	0	09/13/2019	09:20:07	729 Tyler (West)	311 Medical assist, assist EMS crew	
19-0002763	0	09/13/2019	09:24:12	2214 Mount Haven	311 Medical assist, assist EMS crew	
19-0002764	0	09/13/2019	11:10:27	1212 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0002765	0	09/13/2019	11:11:05	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002766	0	09/13/2019	11:32:22	1320 Winton	743 Smoke detector activation, no fire	
19-0002767	0	09/13/2019	14:35:54	879 Holiday Inn	311 Medical assist, assist EMS crew	
19-0002768	0	09/13/2019	20:40:58	300 McCune	311 Medical assist, assist EMS crew	
19-0002769	0	09/13/2019	22:13:20	2000 Chattanooga	311 Medical assist, assist EMS crew	
19-0002770	0	09/14/2019	02:25:53	708 Morris (East)	311 Medical assist, assist EMS crew	
19-0002771	0	09/14/2019	05:28:37	500 Autumn	311 Medical assist, assist EMS crew	
19-0002772	0	09/14/2019	06:31:50	North Bypass	551 Assist police or other	
19-0002773	0	09/14/2019	13:29:31	1102 Burleyson	611 Dispatched & cancelled en route	
19-0002774	0	09/14/2019	16:21:21	602 MLK Jr.	311 Medical assist, assist EMS crew	
19-0002775	0	09/14/2019	21:32:17	611 Sheridan	311 Medical assist, assist EMS crew	
19-0002776	0	09/14/2019	23:16:03	1908 Dug Gap	251 Excessive heat, scorch burns with	
19-0002777	0	09/15/2019	05:19:59	901 Dogwood	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002778	0	09/15/2019	05:37:15	1891 Crow Valley	311 Medical assist, assist EMS crew	
19-0002779	0	09/15/2019	09:54:42	1012 Burleyson	743 Smoke detector activation, no fire	
19-0002780	0	09/15/2019	14:29:06	1210 Royal	311 Medical assist, assist EMS crew	
19-0002781	0	09/15/2019	16:25:58	1335 Walnut (West)	611 Dispatched & cancelled en route	
19-0002782	0	09/15/2019	16:30:32	500 Legion	311 Medical assist, assist EMS crew	
19-0002783	0	09/15/2019	17:01:08	500 Legion	311 Medical assist, assist EMS crew	
19-0002784	0	09/15/2019	17:43:02	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002785	0	09/15/2019	22:04:25	1308 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002786	0	09/15/2019	22:19:45	431 Cedar	311 Medical assist, assist EMS crew	
19-0002787	0	09/16/2019	00:08:21	112 Emma	311 Medical assist, assist EMS crew	
19-0002788	0	09/16/2019	03:16:01	211 Fields	311 Medical assist, assist EMS crew	
19-0002789	0	09/16/2019	03:17:15	1213 Applewood	311 Medical assist, assist EMS crew	
19-0002790	0	09/16/2019	03:57:04	1102 Brookwood	311 Medical assist, assist EMS crew	
19-0002791	0	09/16/2019	06:33:16	Chattanooga	324 Motor Vehicle Accident with no	
19-0002792	0	09/16/2019	07:05:04	North Bypass	322 Motor vehicle accident with	
19-0002793	0	09/16/2019	09:37:29	1600 Puryear	311 Medical assist, assist EMS crew	
19-0002794	0	09/16/2019	09:54:16	1019 Colorado	671 HazMat release investigation w/no	
19-0002795	0	09/16/2019	11:09:22	1905 Middle Summit	311 Medical assist, assist EMS crew	
19-0002796	0	09/16/2019	12:55:41	1203 Acme	311 Medical assist, assist EMS crew	
19-0002797	0	09/16/2019	14:25:58	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002798	0	09/16/2019	15:54:43	1320 Winton	611 Dispatched & cancelled en route	
19-0002799	0	09/16/2019	16:06:25	1220 Thornton (South)	311 Medical assist, assist EMS crew	
19-0002800	0	09/16/2019	17:27:49	308 Brickyard	311 Medical assist, assist EMS crew	
19-0002801	0	09/16/2019	18:07:40	612 Maney	311 Medical assist, assist EMS crew	
19-0002802	0	09/16/2019	21:39:04	609 Thornton (South)	311 Medical assist, assist EMS crew	
19-0002803	0	09/17/2019	03:42:08	1200 Memorial	732 Extinguishing system activation	
19-0002804	0	09/17/2019	07:20:10	2580 Abutment	311 Medical assist, assist EMS crew	
19-0002805	0	09/17/2019	08:10:00	1500 Manly	311 Medical assist, assist EMS crew	
19-0002806	0	09/17/2019	11:54:40	North Bypass	322 Motor vehicle accident with	
19-0002807	0	09/17/2019	13:46:45	1907 Chattanooga	411 Gasoline or other flammable liquid	

DALTON

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002808	0	09/17/2019	14:00:18	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002809	0	09/17/2019	14:17:10	2435 Chattanooga	311 Medical assist, assist EMS crew	
19-0002810	0	09/17/2019	14:59:06	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0002811	0	09/17/2019	17:02:05	1320 Winton	311 Medical assist, assist EMS crew	
19-0002812	0	09/17/2019	23:40:59	609 Thornton (South)	311 Medical assist, assist EMS crew	
19-0002813	0	09/18/2019	03:13:59	321 Spencer (North)	311 Medical assist, assist EMS crew	
19-0002814	0	09/18/2019	08:33:35	902 Sandy Dunes	311 Medical assist, assist EMS crew	
19-0002815	0	09/18/2019	12:02:34	MLK Jr.	352 Extrication of victim(s) from	
19-0002816	0	09/18/2019	12:44:03	405 School	715 Local alarm system, malicious	
19-0002817	0	09/18/2019	16:20:08	1905 Middle Summit	311 Medical assist, assist EMS crew	
19-0002818	0	09/18/2019	16:44:28	Dug Gap	311 Medical assist, assist EMS crew	
19-0002819	0	09/18/2019	16:48:13	2681 Underwood	743 Smoke detector activation, no fire	
19-0002820	0	09/18/2019	16:49:18	Coronet	322 Motor vehicle accident with	
19-0002821	0	09/18/2019	16:58:01	North Bypass	311 Medical assist, assist EMS crew	
19-0002822	0	09/18/2019	18:15:29	2216 Chattanooga	743 Smoke detector activation, no fire	
19-0002823	0	09/18/2019	18:40:45	Glenwood (North)	611 Dispatched & cancelled en route	
19-0002824	0	09/18/2019	20:46:24	319 Hamilton (North)	352 Extrication of victim(s) from	
19-0002825	0	09/18/2019	21:25:56	715 Juniper	311 Medical assist, assist EMS crew	
19-0002826	0	09/18/2019	22:35:51	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002827	0	09/18/2019	23:44:36	1897 Summit House	311 Medical assist, assist EMS crew	
19-0002828	0	09/19/2019	08:54:11	508 Fairview	311 Medical assist, assist EMS crew	
19-0002829	0	09/19/2019	11:28:09	1275 Cross Plains	311 Medical assist, assist EMS crew	
19-0002830	0	09/19/2019	16:21:01	124 Grimes (North)	311 Medical assist, assist EMS crew	
19-0002831	0	09/19/2019	16:35:03	Hamilton (North)	322 Motor vehicle accident with	
19-0002832	0	09/19/2019	19:45:48	609 Thornton (South)	311 Medical assist, assist EMS crew	
19-0002833	0	09/19/2019	20:19:29	2009 Chatham	412 Gas leak (natural gas or LPG)	
19-0002834	0	09/20/2019	03:03:36	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002835	0	09/20/2019	09:09:06	707 Holland	311 Medical assist, assist EMS crew	
19-0002836	0	09/20/2019	10:04:43	111 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0002837	0	09/20/2019	11:22:57	1015 Abutment	745 Alarm system activation, no fire -	

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002838	0	09/20/2019	12:46:47	300 Walnut (West)	311 Medical assist, assist EMS crew	
19-0002839	0	09/20/2019	15:11:54	2000 Chattanooga	311 Medical assist, assist EMS crew	
19-0002840	0	09/20/2019	16:07:12	100 Walnut (West)	113 Cooking fire, confined to	
19-0002841	0	09/20/2019	18:42:51	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002842	0	09/20/2019	19:19:55	1897 Middle Summit	311 Medical assist, assist EMS crew	
19-0002843	0	09/20/2019	21:10:51	Winton	311 Medical assist, assist EMS crew	
19-0002844	0	09/21/2019	03:07:09	403 Meeting	311 Medical assist, assist EMS crew	
19-0002845	0	09/21/2019	06:57:12	1005 Thornton (South)	735 Alarm system sounded due to	
19-0002846	0	09/21/2019	09:08:16	1427 Sienna	113 Cooking fire, confined to	
19-0002847	0	09/21/2019	10:35:02	501 Legion	611 Dispatched & cancelled en route	
19-0002848	0	09/21/2019	12:38:37	909 Linden	622 No Incident found on arrival at	
19-0002849	0	09/21/2019	12:43:40	1909 Walnut (East)	311 Medical assist, assist EMS crew	
19-0002850	0	09/21/2019	13:31:08	611 Sheridan	311 Medical assist, assist EMS crew	
19-0002851	0	09/21/2019	18:21:50	1048 Factory	311 Medical assist, assist EMS crew	
19-0002852	0	09/21/2019	22:15:54	707 Valley	651 Smoke scare, odor of smoke	
19-0002853	0	09/22/2019	14:08:26	1275 Cross Plains	311 Medical assist, assist EMS crew	
19-0002854	0	09/22/2019	14:41:28	1312 Winton	311 Medical assist, assist EMS crew	
19-0002856	0	09/22/2019	16:38:01	1716 Dug Gap	651 Smoke scare, odor of smoke	
19-0002857	0	09/22/2019	19:31:51	626 Fourth	311 Medical assist, assist EMS crew	
19-0002858	0	09/22/2019	19:59:36	702 Red Clay	311 Medical assist, assist EMS crew	
19-0002859	0	09/22/2019	20:47:11	515 Pentz (South)	733 Smoke detector activation due to	
19-0002860	0	09/23/2019	03:36:36	1205 Georgian	311 Medical assist, assist EMS crew	
19-0002861	0	09/23/2019	05:48:25	1300 Underwood	311 Medical assist, assist EMS crew	
19-0002862	0	09/23/2019	11:04:33	I-75 N. Bound	311 Medical assist, assist EMS crew	
19-0002863	0	09/23/2019	11:06:22	516 Parkside	113 Cooking fire, confined to	
19-0002864	0	09/23/2019	14:38:11	Walnut (East)	322 Motor vehicle accident with	
19-0002865	0	09/23/2019	15:40:36	1213 Applewood	311 Medical assist, assist EMS crew	
19-0002866	0	09/23/2019	16:12:53	1308 Georgian	141 Forest, woods or wildland fire	
19-0002867	0	09/23/2019	17:56:25	1923 Sourwood	311 Medical assist, assist EMS crew	
19-0002868	0	09/23/2019	19:49:21	124 Andasol	311 Medical assist, assist EMS crew	

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002869	0	09/23/2019	20:52:31	1804 Underwood	113 Cooking fire, confined to	
19-0002870	0	09/23/2019	21:23:59	2305 Chattanooga	311 Medical assist, assist EMS crew	
19-0002871	0	09/24/2019	01:28:48	905 West Bridge	311 Medical assist, assist EMS crew	
19-0002872	0	09/24/2019	05:46:33	Emery (West)	311 Medical assist, assist EMS crew	
19-0002873	0	09/24/2019	06:20:05	MM I-75 N. Bound	311 Medical assist, assist EMS crew	
19-0002874	0	09/24/2019	08:14:47	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002875	0	09/24/2019	08:34:07	Walnut (West)	322 Motor vehicle accident with	
19-0002876	0	09/24/2019	09:00:31	1009 Professional	311 Medical assist, assist EMS crew	
19-0002877	0	09/24/2019	11:27:38	924 Hardwick	311 Medical assist, assist EMS crew	
19-0002878	0	09/24/2019	11:45:03	911 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0002879	0	09/24/2019	13:20:12	905 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0002880	0	09/24/2019	14:23:10	North Bypass	142 Brush or brush-and-grass mixture	
19-0002881	0	09/24/2019	14:40:26	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002882	0	09/24/2019	18:52:37	300 McCune	611 Dispatched & cancelled en route	
19-0002883	0	09/24/2019	22:30:27	Legion	600 Good intent call, Other	
19-0002884	0	09/25/2019	10:09:13	1001 Riverbend	311 Medical assist, assist EMS crew	
19-0002885	0	09/25/2019	14:21:18	1515 Walnut (West)	745 Alarm system activation, no fire -	
19-0002886	0	09/25/2019	18:05:53	512 Parkside	311 Medical assist, assist EMS crew	
19-0002887	0	09/25/2019	19:43:36	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002888	0	09/25/2019	19:55:53	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0002889	0	09/25/2019	20:44:35	Thornton (South)	611 Dispatched & cancelled en route	
19-0002890	0	09/25/2019	22:33:40	Shugart	611 Dispatched & cancelled en route	
19-0002891	0	09/26/2019	00:56:25	875 Walnut Square	745 Alarm system activation, no fire -	
19-0002892	0	09/26/2019	06:32:01	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0002893	0	09/26/2019	06:57:30	Legion	311 Medical assist, assist EMS crew	
19-0002894	0	09/26/2019	10:23:28	2230 Hamilton Extension	311 Medical assist, assist EMS crew	
19-0002895	0	09/26/2019	12:33:26	880 Shugart	324 Motor Vehicle Accident with no	
19-0002896	0	09/26/2019	22:34:03	2204 Chattanooga	311 Medical assist, assist EMS crew	
19-0002897	0	09/27/2019	02:00:18	1109 Veterans	611 Dispatched & cancelled en route	
19-0002898	0	09/27/2019	08:23:46	422 Sassafras	444 Power line down	

DALTON

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002899	0	09/27/2019	10:07:07	100 Bogle (South)	311 Medical assist, assist EMS crew	
19-0002900	0	09/27/2019	11:06:16	Fairfield	311 Medical assist, assist EMS crew	
19-0002901	0	09/27/2019	12:10:11	1811 Chattanooga	611 Dispatched & cancelled en route	
19-0002902	0	09/27/2019	12:26:20	618 Veterans	743 Smoke detector activation, no fire	
19-0002903	0	09/27/2019	15:19:13	2210 Hamilton Extension	138 Off-road vehicle or heavy	\$1,200
19-0002904	0	09/27/2019	15:38:51	916 Vernon	311 Medical assist, assist EMS crew	
19-0002905	0	09/27/2019	15:52:35	312 Mallard Rd	651 Smoke scare, odor of smoke	
19-0002906	0	09/27/2019	16:09:40	1101 Rio Vista	411 Gasoline or other flammable liquid	
19-0002907	0	09/27/2019	18:51:52	717 Morningside	311 Medical assist, assist EMS crew	
19-0002908	0	09/27/2019	22:53:13	1112 Lakeshore (West)	445 Arcing, shorted electrical	
19-0002909	0	09/27/2019	23:21:51	1807 Shadow	311 Medical assist, assist EMS crew	
19-0002910	0	09/28/2019	01:17:58	1116 Roan	735 Alarm system sounded due to	
19-0002911	0	09/28/2019	02:23:35	903 West Bridge	731 Sprinkler activation due to	
19-0002912	0	09/28/2019	02:50:14	1102 Burleyson	311 Medical assist, assist EMS crew	
19-0002913	0	09/28/2019	04:33:48	1109 Brookwood	311 Medical assist, assist EMS crew	
19-0002914	0	09/28/2019	06:07:18	903 West Bridge	731 Sprinkler activation due to	
19-0002915	0	09/28/2019	08:05:27	1275 Elkwood	745 Alarm system activation, no fire -	
19-0002916	0	09/28/2019	08:07:12	Cascade	445 Arcing, shorted electrical	
19-0002917	0	09/28/2019	14:47:56	1102 Burleyson	311 Medical assist, assist EMS crew	
19-0002918	0	09/28/2019	15:09:33	101 Selvidge St. (South)	735 Alarm system sounded due to	
19-0002919	0	09/28/2019	15:58:02	903 West Bridge	731 Sprinkler activation due to	
19-0002920	0	09/28/2019	16:12:14	939 Avenue F	611 Dispatched & cancelled en route	
19-0002921	0	09/28/2019	17:14:27	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0002922	0	09/28/2019	18:00:49	1320 Winton	743 Smoke detector activation, no fire	
19-0002923	0	09/28/2019	22:58:33	Hamilton (North)	311 Medical assist, assist EMS crew	
19-0002924	0	09/29/2019	01:28:27	631 Fifth	311 Medical assist, assist EMS crew	
19-0002925	0	09/29/2019	10:11:00	1011 Dude	311 Medical assist, assist EMS crew	
19-0002926	0	09/29/2019	15:11:47	826 Beirut	311 Medical assist, assist EMS crew	
19-0002927	0	09/29/2019	16:32:24	715 College	622 No Incident found on arrival at	
19-0002928	0	09/29/2019	18:12:07	609 Thornton (South)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0002929	0	09/29/2019	20:00:58	1543 Shady	445 Arcing, shorted electrical	
19-0002930	0	09/29/2019	20:03:10	1000 Jones	311 Medical assist, assist EMS crew	
19-0002931	0	09/29/2019	21:47:58	503 Fox Wood	611 Dispatched & cancelled en route	
19-0002932	0	09/30/2019	00:38:11	1115 Professional	611 Dispatched & cancelled en route	
19-0002933	0	09/30/2019	03:02:31	1807 Beechland	311 Medical assist, assist EMS crew	
19-0002934	0	09/30/2019	05:35:40	136 Nickie	311 Medical assist, assist EMS crew	
19-0002935	0	09/30/2019	10:46:14	300 Tibbs (South)	745 Alarm system activation, no fire -	
19-0002936	0	09/30/2019	15:06:41	1304 May	733 Smoke detector activation due to	
19-0002937	0	09/30/2019	16:07:10	1002 Underwood	311 Medical assist, assist EMS crew	
19-0002938	0	09/30/2019	18:28:06	North Bypass	311 Medical assist, assist EMS crew	
Total Incident Count						310
Total Est Loss						\$1,321

DALTON

Incident Type Period Comparisons

Alarm Date Between {09/01/2019} and {09/30/2019}

Incident Type	09/01/2019	09/01/2018	09/01/2017	09/01/2016
	to 09/30/2019	to 09/30/2018	to 09/30/2017	to 09/30/2016
111 Building fire	1	2	3	3
113 Cooking fire, confined to container	6	0	2	2
116 Fuel burner/boiler malfunction, fire confined	0	0	0	1
131 Passenger vehicle fire	0	0	1	1
132 Road freight or transport vehicle fire	0	0	1	0
138 Off-road vehicle or heavy equipment fire	1	0	0	0
140 Natural vegetation fire, Other	1	0	0	0
141 Forest, woods or wildland fire	1	0	0	1
142 Brush or brush-and-grass mixture fire	2	1	3	3
143 Grass fire	1	0	0	1
151 Outside rubbish, trash or waste fire	1	4	7	3
154 Dumpster or other outside trash receptacle fire	0	1	1	0
162 Outside equipment fire	0	0	1	0
251 Excessive heat, scorch burns with no ignition	2	0	0	0
311 Medical assist, assist EMS crew	197	183	167	176
322 Motor vehicle accident with injuries	16	23	2	9
323 Motor vehicle/pedestrian accident (MV Ped)	0	2	1	2
324 Motor Vehicle Accident with no injuries	2	7	1	6
350 Extrication, rescue, Other	0	0	0	2
352 Extrication of victim(s) from vehicle	3	1	1	2
353 Removal of victim(s) from stalled elevator	1	1	1	0
363 Swift water rescue	0	1	0	0
400 Hazardous condition, Other	0	1	0	0
411 Gasoline or other flammable liquid spill	2	1	1	2
412 Gas leak (natural gas or LPG)	2	1	3	2
413 Oil or other combustible liquid spill	0	0	1	0
421 Chemical hazard (no spill or leak)	0	2	1	1

DALTON

Incident Type Period Comparisons

Alarm Date Between {09/01/2019} and {09/30/2019}

Incident Type	09/01/2019	09/01/2018	09/01/2017	09/01/2016
	to	to	to	to
	09/30/2019	09/30/2018	09/30/2017	09/30/2016
422 Chemical spill or leak	0	0	0	2
440 Electrical wiring/equipment problem, Other	0	0	1	0
442 Overheated motor	0	2	1	2
444 Power line down	3	3	4	0
445 Arcing, shorted electrical equipment	4	2	3	3
461 Building or structure weakened or collapsed	0	0	1	1
500 Service Call, other	0	0	1	1
510 Person in distress, Other	0	1	0	0
522 Water or steam leak	0	0	1	3
550 Public service assistance, Other	0	0	0	1
551 Assist police or other governmental agency	1	1	0	0
553 Public service	0	4	2	2
554 Assist invalid	0	1	0	0
555 Defective elevator, no occupants	0	0	0	1
561 Unauthorized burning	0	1	0	0
600 Good intent call, Other	1	0	0	1
611 Dispatched & cancelled en route	24	31	20	9
622 No Incident found on arrival at dispatch address	3	5	6	8
631 Authorized controlled burning	1	0	1	0
651 Smoke scare, odor of smoke	4	3	4	5
652 Steam, vapor, fog or dust thought to be smoke	0	0	2	0
671 HazMat release investigation w/no HazMat	1	1	0	0
715 Local alarm system, malicious false alarm	1	0	0	1
731 Sprinkler activation due to malfunction	3	0	1	0
732 Extinguishing system activation due to	1	0	0	0
733 Smoke detector activation due to malfunction	3	3	1	4
735 Alarm system sounded due to malfunction	3	14	11	2

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Incident Type Period Comparisons

Alarm Date Between {09/01/2019} and {09/30/2019}

Incident Type	09/01/2019	09/01/2018	09/01/2017	09/01/2016
	to	to	to	to
	09/30/2019	09/30/2018	09/30/2017	09/30/2016
740 Unintentional transmission of alarm, Other	0	0	1	1
741 Sprinkler activation, no fire - unintentional	1	0	1	1
742 Extinguishing system activation	1	0	0	0
743 Smoke detector activation, no fire -	7	7	10	12
744 Detector activation, no fire - unintentional	1	3	5	4
745 Alarm system activation, no fire - unintentional	7	11	8	4
814 Lightning strike (no fire)	1	0	1	0
Totals	<u>310</u>	<u>324</u>	<u>284</u>	<u>285</u>

Dalton Fire Department
Monthly Emergency Response Time Analysis
Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	10	2.8%
	01	52	15.0%
	02	92	26.5%
	03	89	25.7%
	04	55	15.8%
	05	30	8.6%
	06	11	3.1%
	07	3	0.8%
	09	1	0.2%
	10	2	0.5%
	12	1	0.2%

Overall Average Response Time: 00:03:24

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

Response		Count	Percentage
Hrs	Mins		
<	01	5	9.2%
	01	3	5.5%
	02	9	16.6%
	03	10	18.5%
	04	13	24.0%
	05	5	9.2%
	06	4	7.4%
	07	1	1.8%
	08	1	1.8%
	09	1	1.8%
	11	1	1.8%
	19	1	1.8%

Overall Average Response Time: 00:04:14

DALTON

Copy of Special Study Report

Alarm Date Between {09/01/2019} And {09/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0002629-000	09/01/2019	05:10:27	1707 Willow Oak LANE /48	311 Medical assist, assist EMS
19-0002631-000	09/01/2019	11:34:23	875 College DR /Quality	445 Arcing, shorted electrical
19-0002632-000	09/01/2019	14:52:54	815 Shugart RD	311 Medical assist, assist EMS
19-0002633-000	09/01/2019	15:56:26	708 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002634-000	09/01/2019	17:58:25	902 Avenue E /12	352 Extrication of victim(s)
19-0002635-000	09/01/2019	19:05:10	Maddox Chapel RD & North	322 Motor vehicle accident with
19-0002636-000	09/01/2019	22:24:33	3201 North Bypass	311 Medical assist, assist EMS
19-0002637-000	09/01/2019	23:41:49	1305 Vann PL	311 Medical assist, assist EMS
19-0002639-000	09/02/2019	05:06:18	803 Stillwood DR	311 Medical assist, assist EMS
19-0002640-000	09/02/2019	05:27:12	222 Mountain View DR	311 Medical assist, assist EMS
19-0002641-000	09/02/2019	06:49:01	704 Ridgewood LANE /10	311 Medical assist, assist EMS
19-0002642-000	09/02/2019	10:54:20	1708 Chestnut Oak DR /Unit	311 Medical assist, assist EMS
19-0002643-000	09/02/2019	11:33:06	610 Strain ST	311 Medical assist, assist EMS
19-0002644-000	09/02/2019	13:51:57	2202 Druid LANE	311 Medical assist, assist EMS
19-0002647-000	09/02/2019	17:19:04	1422 Mineral Springs RD	311 Medical assist, assist EMS
19-0002648-000	09/02/2019	17:22:22	432 Fourth AVE /201	311 Medical assist, assist EMS
19-0002649-000	09/02/2019	17:45:38	Thornton (South) AVE &	322 Motor vehicle accident with
19-0002650-000	09/02/2019	19:13:41	432 Fourth AVE /200	311 Medical assist, assist EMS
19-0002651-000	09/03/2019	00:15:21	609 Thornton (South) AVE	311 Medical assist, assist EMS
19-0002652-000	09/03/2019	03:44:07	708 Morris (East) ST /B	311 Medical assist, assist EMS
19-0002653-000	09/03/2019	04:23:23	1275 Elkwood DR	744 Detector activation, no fire
19-0002654-000	09/03/2019	08:03:23	1529 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002655-000	09/03/2019	08:51:43	1009 Poly Pac DR	311 Medical assist, assist EMS
19-0002656-000	09/03/2019	09:09:35	2209 Raintree WAY	311 Medical assist, assist EMS
19-0002660-000	09/03/2019	19:03:06	618 Cockburn ST	311 Medical assist, assist EMS
19-0002662-000	09/04/2019	09:58:09	1822 Chattanooga RD	311 Medical assist, assist EMS
19-0002663-000	09/04/2019	10:27:02	Glenwood (North) AVE &	322 Motor vehicle accident with
19-0002665-000	09/04/2019	10:48:56	200 Emery (West) ST /Suite	322 Motor vehicle accident with
19-0002666-000	09/04/2019	11:50:03	791 Bermuda ST /Apt. E-1	311 Medical assist, assist EMS
19-0002667-000	09/04/2019	13:07:36	2225 Walnut (East) AVE	311 Medical assist, assist EMS
19-0002668-000	09/04/2019	13:12:44	602 Morningside DR /Apt 2	311 Medical assist, assist EMS
19-0002669-000	09/04/2019	13:15:38	2524 Walnut (East) AVE	311 Medical assist, assist EMS
19-0002670-000	09/04/2019	13:58:44	Abutment RD & Virgil DR	322 Motor vehicle accident with
19-0002671-000	09/04/2019	14:23:55	1275 Cross Plains TRL	611 Dispatched & cancelled en
19-0002672-000	09/04/2019	14:56:25	1247 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002673-000	09/04/2019	15:02:30	207 Westerly DR	311 Medical assist, assist EMS
19-0002674-000	09/04/2019	15:32:33	519 Hawthorne (West) ST	311 Medical assist, assist EMS
19-0002677-000	09/04/2019	19:13:18	Hawthorne (East) ST &	311 Medical assist, assist EMS
19-0002678-000	09/04/2019	19:27:55	610 Strain ST	311 Medical assist, assist EMS
19-0002679-000	09/04/2019	22:19:54	1507 Tibbs (North) RD	311 Medical assist, assist EMS
19-0002680-000	09/05/2019	15:08:00	1219 Frazier DR	311 Medical assist, assist EMS
19-0002682-000	09/05/2019	15:41:46	1306 Underwood ST /218	311 Medical assist, assist EMS
19-0002683-000	09/05/2019	16:29:57	1220 Broadrick DR	311 Medical assist, assist EMS
19-0002684-000	09/05/2019	16:47:31	711 Hamilton (South) ST	311 Medical assist, assist EMS
19-0002685-000	09/05/2019	17:09:05	500 Dawn DR	311 Medical assist, assist EMS
19-0002687-000	09/05/2019	18:32:17	402 Norman DR	311 Medical assist, assist EMS

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Alarm Date Between {09/01/2019} And {09/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0002688-000	09/06/2019	06:38:10	704 Moonraker PL	311 Medical assist, assist EMS
19-0002689-000	09/06/2019	10:25:35	331 I-75 N. Bound	322 Motor vehicle accident with
19-0002690-000	09/06/2019	11:02:55	1114 Foster ST	311 Medical assist, assist EMS
19-0002692-000	09/06/2019	12:06:11	1500 Manly ST	311 Medical assist, assist EMS
19-0002693-000	09/06/2019	12:33:24	1218 Broadrick DR	311 Medical assist, assist EMS
19-0002694-000	09/06/2019	16:07:33	815 Shugart RD	311 Medical assist, assist EMS
19-0002695-000	09/06/2019	18:23:25	1116 Willowdale RD	311 Medical assist, assist EMS
19-0002697-000	09/06/2019	19:12:55	Underwood ST & Fields AVE	322 Motor vehicle accident with
19-0002698-000	09/06/2019	22:29:40	2230 Hamilton Extension ST	311 Medical assist, assist EMS
19-0002699-000	09/07/2019	00:11:13	1304 Vann PL /2	311 Medical assist, assist EMS
19-0002700-000	09/07/2019	09:28:53	1320 Winton DR /C7	311 Medical assist, assist EMS
19-0002701-000	09/07/2019	11:55:34	1285 Cross Plains TRL	311 Medical assist, assist EMS
19-0002702-000	09/07/2019	12:49:27	211 Bogle (North) ST	311 Medical assist, assist EMS
19-0002703-000	09/07/2019	15:34:25	433 Underwood CIR	311 Medical assist, assist EMS
19-0002705-000	09/07/2019	16:12:37	1000 Liddell ST	311 Medical assist, assist EMS
19-0002706-000	09/07/2019	17:39:30	1621 Beechland PL /Unit 1	311 Medical assist, assist EMS
19-0002707-000	09/07/2019	21:23:08	1893 Grand Summit DR /Unit	311 Medical assist, assist EMS
19-0002708-000	09/07/2019	22:45:02	2681 Underwood ST	311 Medical assist, assist EMS
19-0002709-000	09/08/2019	03:10:12	1213 Applewood DR /B	311 Medical assist, assist EMS
19-0002712-000	09/08/2019	13:11:23	708 Morris (East) ST /B	311 Medical assist, assist EMS
19-0002713-000	09/08/2019	16:32:26	501 Legion DR	322 Motor vehicle accident with
19-0002714-000	09/08/2019	16:34:14	801 Katlau DR	311 Medical assist, assist EMS
19-0002715-000	09/08/2019	18:45:49	706 Ridgewood LANE /7	311 Medical assist, assist EMS
19-0002716-000	09/08/2019	19:43:49	1809 Ridgefield WAY	311 Medical assist, assist EMS
19-0002717-000	09/08/2019	20:01:16	1604 Underwood ST /2	311 Medical assist, assist EMS
19-0002718-000	09/08/2019	20:30:56	1218 Broadrick DR /Royal	311 Medical assist, assist EMS
19-0002719-000	09/08/2019	23:25:17	612 Dantzler AVE /9	311 Medical assist, assist EMS
19-0002722-000	09/09/2019	13:05:26	1315 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002723-000	09/09/2019	15:56:03	205 Waterworks (West) ST	311 Medical assist, assist EMS
19-0002724-000	09/09/2019	18:30:26	409 Carson DR	311 Medical assist, assist EMS
19-0002725-000	09/09/2019	20:18:38	904 Julian ST	311 Medical assist, assist EMS
19-0002726-000	09/09/2019	20:23:18	1220 Broadrick DR /2212	311 Medical assist, assist EMS
19-0002728-000	09/10/2019	07:23:29	500 Brittney PL /Unit 4	311 Medical assist, assist EMS
19-0002729-000	09/10/2019	13:27:34	1411 Chattanooga AVE	322 Motor vehicle accident with
19-0002733-000	09/10/2019	21:02:47	1013 Trammell ST /Apt 1	311 Medical assist, assist EMS
19-0002735-000	09/11/2019	02:53:36	421 Claude ST	311 Medical assist, assist EMS
19-0002736-000	09/11/2019	09:16:42	Walnut (East) AVE &	322 Motor vehicle accident with
19-0002737-000	09/11/2019	10:26:58	1218 Broadrick DR /Royal	311 Medical assist, assist EMS
19-0002739-000	09/11/2019	14:41:40	1810 Bridgewater PL /B-6	311 Medical assist, assist EMS
19-0002741-000	09/11/2019	19:25:03	1109 Brookwood LANE /40	311 Medical assist, assist EMS
19-0002742-000	09/11/2019	20:07:06	1200 James ST	311 Medical assist, assist EMS
19-0002743-000	09/11/2019	21:07:00	1475 Westover PL	311 Medical assist, assist EMS
19-0002745-000	09/12/2019	00:48:37	2315 Sir Lancelot PL /707	311 Medical assist, assist EMS
19-0002747-000	09/12/2019	05:20:40	1915 Brady DR /Apt. 2	311 Medical assist, assist EMS
19-0002748-000	09/12/2019	08:59:14	1218 Broadrick DR /2103	311 Medical assist, assist EMS
19-0002749-000	09/12/2019	09:18:14	1300 Waugh (West) ST /307	311 Medical assist, assist EMS

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Alarm Date Between {09/01/2019} And {09/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0002750-000	09/12/2019	13:25:59	1116 Willowdale RD	611 Dispatched & cancelled en
19-0002751-000	09/12/2019	13:52:03	432 Fourth AVE /200	311 Medical assist, assist EMS
19-0002752-000	09/12/2019	14:27:08	1001 Poly Pac DR	311 Medical assist, assist EMS
19-0002753-000	09/12/2019	15:06:10	1369 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002754-000	09/12/2019	15:26:56	1907 Chattanooga RD	311 Medical assist, assist EMS
19-0002756-000	09/12/2019	15:46:26	1001 Market ST	311 Medical assist, assist EMS
19-0002757-000	09/12/2019	15:53:02	815 Shugart RD	311 Medical assist, assist EMS
19-0002759-000	09/12/2019	17:54:09	1300 Waugh (West) ST /307	311 Medical assist, assist EMS
19-0002760-000	09/12/2019	22:36:41	227 Grace ST	311 Medical assist, assist EMS
19-0002761-000	09/12/2019	23:21:56	609 Thornton (South) AVE	311 Medical assist, assist EMS
19-0002762-000	09/13/2019	09:20:07	729 Tyler (West) ST /Apt	311 Medical assist, assist EMS
19-0002763-000	09/13/2019	09:24:12	2214 Mount Haven DR /8	311 Medical assist, assist EMS
19-0002764-000	09/13/2019	11:10:27	1212 Glenwood (North) AVE	311 Medical assist, assist EMS
19-0002765-000	09/13/2019	11:11:05	1116 Willowdale RD	311 Medical assist, assist EMS
19-0002767-000	09/13/2019	14:35:54	879 Holiday Inn DR /Hilton	311 Medical assist, assist EMS
19-0002768-000	09/13/2019	20:40:58	300 McCune ST	311 Medical assist, assist EMS
19-0002769-000	09/13/2019	22:13:20	2000 Chattanooga RD /Mapco	311 Medical assist, assist EMS
19-0002770-000	09/14/2019	02:25:53	708 Morris (East) ST /Apt	311 Medical assist, assist EMS
19-0002771-000	09/14/2019	05:28:37	500 Autumn CT /Unit #2	311 Medical assist, assist EMS
19-0002773-000	09/14/2019	13:29:31	1102 Burleyson RD /Wood	611 Dispatched & cancelled en
19-0002774-000	09/14/2019	16:21:21	602 MLK Jr. BLVD	311 Medical assist, assist EMS
19-0002775-000	09/14/2019	21:32:17	611 Sheridan AVE	311 Medical assist, assist EMS
19-0002777-000	09/15/2019	05:19:59	901 Dogwood LANE	311 Medical assist, assist EMS
19-0002778-000	09/15/2019	05:37:15	1891 Crow Valley RD	311 Medical assist, assist EMS
19-0002780-000	09/15/2019	14:29:06	1210 Royal DR	311 Medical assist, assist EMS
19-0002781-000	09/15/2019	16:25:58	1335 Walnut (West) AVE	611 Dispatched & cancelled en
19-0002782-000	09/15/2019	16:30:32	500 Legion DR	311 Medical assist, assist EMS
19-0002783-000	09/15/2019	17:01:08	500 Legion DR	311 Medical assist, assist EMS
19-0002784-000	09/15/2019	17:43:02	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0002785-000	09/15/2019	22:04:25	1308 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002786-000	09/15/2019	22:19:45	431 Cedar ST	311 Medical assist, assist EMS
19-0002787-000	09/16/2019	00:08:21	112 Emma ST	311 Medical assist, assist EMS
19-0002788-000	09/16/2019	03:16:01	211 Fields AVE	311 Medical assist, assist EMS
19-0002789-000	09/16/2019	03:17:15	1213 Applewood DR /B	311 Medical assist, assist EMS
19-0002790-000	09/16/2019	03:57:04	1102 Brookwood LANE	311 Medical assist, assist EMS
19-0002791-000	09/16/2019	06:33:16	Chattanooga AVE & Judson	324 Motor Vehicle Accident with
19-0002792-000	09/16/2019	07:05:04	North Bypass & Plesant	322 Motor vehicle accident with
19-0002793-000	09/16/2019	09:37:29	1600 Puryear DR /Unit #1	311 Medical assist, assist EMS
19-0002795-000	09/16/2019	11:09:22	1905 Middle Summit DR	311 Medical assist, assist EMS
19-0002796-000	09/16/2019	12:55:41	1203 Acme ST	311 Medical assist, assist EMS
19-0002797-000	09/16/2019	14:25:58	1116 Willowdale RD /208	311 Medical assist, assist EMS
19-0002798-000	09/16/2019	15:54:43	1320 Winton DR /B11	611 Dispatched & cancelled en
19-0002799-000	09/16/2019	16:06:25	1220 Thornton (South) AVE	311 Medical assist, assist EMS
19-0002800-000	09/16/2019	17:27:49	308 Brickyard RD	311 Medical assist, assist EMS
19-0002801-000	09/16/2019	18:07:40	612 Maney LA	311 Medical assist, assist EMS
19-0002802-000	09/16/2019	21:39:04	609 Thornton (South) AVE	311 Medical assist, assist EMS

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Alarm Date Between {09/01/2019} And {09/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0002804-000	09/17/2019	07:20:10	2580 Abutment RD /Sonoco	311 Medical assist, assist EMS
19-0002805-000	09/17/2019	08:10:00	1500 Manly ST /Dalton High	311 Medical assist, assist EMS
19-0002806-000	09/17/2019	11:54:40	North Bypass & Thornton	322 Motor vehicle accident with
19-0002808-000	09/17/2019	14:00:18	1116 Willowdale RD /632	311 Medical assist, assist EMS
19-0002809-000	09/17/2019	14:17:10	2435 Chattanooga RD	311 Medical assist, assist EMS
19-0002810-000	09/17/2019	14:59:06	1218 Broadrick DR /Royal	311 Medical assist, assist EMS
19-0002811-000	09/17/2019	17:02:05	1320 Winton DR /A14	311 Medical assist, assist EMS
19-0002812-000	09/17/2019	23:40:59	609 Thornton (South) AVE	311 Medical assist, assist EMS
19-0002813-000	09/18/2019	03:13:59	321 Spencer (North) ST	311 Medical assist, assist EMS
19-0002814-000	09/18/2019	08:33:35	902 Sandy Dunes /4	311 Medical assist, assist EMS
19-0002815-000	09/18/2019	12:02:34	MLK Jr. BLVD & Fields AVE	352 Extrication of victim(s)
19-0002817-000	09/18/2019	16:20:08	1905 Middle Summit DR /134	311 Medical assist, assist EMS
19-0002818-000	09/18/2019	16:44:28	Dug Gap RD & Buckingham	311 Medical assist, assist EMS
19-0002820-000	09/18/2019	16:49:18	Coronet DR	322 Motor vehicle accident with
19-0002821-000	09/18/2019	16:58:01	North Bypass & Veterans DR	311 Medical assist, assist EMS
19-0002824-000	09/18/2019	20:46:24	319 Hamilton (North) ST	352 Extrication of victim(s)
19-0002825-000	09/18/2019	21:25:56	715 Juniper AVE	311 Medical assist, assist EMS
19-0002826-000	09/18/2019	22:35:51	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0002827-000	09/18/2019	23:44:36	1897 Summit House DR /245	311 Medical assist, assist EMS
19-0002828-000	09/19/2019	08:54:11	508 Fairview DR	311 Medical assist, assist EMS
19-0002829-000	09/19/2019	11:28:09	1275 Cross Plains TRL	311 Medical assist, assist EMS
19-0002830-000	09/19/2019	16:21:01	124 Grimes (North) ST	311 Medical assist, assist EMS
19-0002831-000	09/19/2019	16:35:03	Hamilton (North) ST &	322 Motor vehicle accident with
19-0002832-000	09/19/2019	19:45:48	609 Thornton (South) AVE	311 Medical assist, assist EMS
19-0002834-000	09/20/2019	03:03:36	1116 Willowdale RD /715	311 Medical assist, assist EMS
19-0002835-000	09/20/2019	09:09:06	707 Holland AVE	311 Medical assist, assist EMS
19-0002836-000	09/20/2019	10:04:43	111 Glenwood (North) AVE	311 Medical assist, assist EMS
19-0002838-000	09/20/2019	12:46:47	300 Walnut (West) AVE	311 Medical assist, assist EMS
19-0002839-000	09/20/2019	15:11:54	2000 Chattanooga RD	311 Medical assist, assist EMS
19-0002841-000	09/20/2019	18:42:51	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0002842-000	09/20/2019	19:19:55	1897 Middle Summit DR /104	311 Medical assist, assist EMS
19-0002843-000	09/20/2019	21:10:51	1320 Winton DR	311 Medical assist, assist EMS
19-0002844-000	09/21/2019	03:07:09	403 Meeting ST	311 Medical assist, assist EMS
19-0002848-000	09/21/2019	12:38:37	909 Linden DR	622 No Incident found on arrival
19-0002849-000	09/21/2019	12:43:40	1909 Walnut (East) AVE	311 Medical assist, assist EMS
19-0002850-000	09/21/2019	13:31:08	611 Sheridan AVE	311 Medical assist, assist EMS
19-0002851-000	09/21/2019	18:21:50	1048 Factory ST	311 Medical assist, assist EMS
19-0002853-000	09/22/2019	14:08:26	1275 Cross Plains TRL	311 Medical assist, assist EMS
19-0002854-000	09/22/2019	14:41:28	1312 Winton DR /3	311 Medical assist, assist EMS
19-0002857-000	09/22/2019	19:31:51	626 Fourth AVE /2	311 Medical assist, assist EMS
19-0002858-000	09/22/2019	19:59:36	702 Red Clay AVE /4	311 Medical assist, assist EMS
19-0002860-000	09/23/2019	03:36:36	1205 Georgian PL /Apt #1	311 Medical assist, assist EMS
19-0002861-000	09/23/2019	05:48:25	1300 Underwood ST /Apt 6	311 Medical assist, assist EMS
19-0002862-000	09/23/2019	11:04:33	I-75 N. Bound /Exit 333	311 Medical assist, assist EMS
19-0002864-000	09/23/2019	14:38:11	Walnut (East) AVE &	322 Motor vehicle accident with
19-0002865-000	09/23/2019	15:40:36	1213 Applewood DR /B	311 Medical assist, assist EMS

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Alarm Date Between {09/01/2019} And {09/30/2019}

Incident-Exp#	Alm Date	Alm Time	Location	Incident Type
19-0002867-000	09/23/2019	17:56:25	1923 Sourwood DR	311 Medical assist, assist EMS
19-0002868-000	09/23/2019	19:49:21	124 Andasol WAY	311 Medical assist, assist EMS
19-0002870-000	09/23/2019	21:23:59	2305 Chattanooga RD	311 Medical assist, assist EMS
19-0002871-000	09/24/2019	01:28:48	905 West Bridge RD /103	311 Medical assist, assist EMS
19-0002872-000	09/24/2019	05:46:33	Emery (West) ST & Valley	311 Medical assist, assist EMS
19-0002873-000	09/24/2019	06:20:05	MM 337 I-75 N. Bound	311 Medical assist, assist EMS
19-0002874-000	09/24/2019	08:14:47	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0002876-000	09/24/2019	09:00:31	1009 Professional BLVD	311 Medical assist, assist EMS
19-0002877-000	09/24/2019	11:27:38	924 Hardwick CIR	311 Medical assist, assist EMS
19-0002878-000	09/24/2019	11:45:03	911 Glenwood (North) AVE	311 Medical assist, assist EMS
19-0002879-000	09/24/2019	13:20:12	905 Hamilton (South) ST	311 Medical assist, assist EMS
19-0002881-000	09/24/2019	14:40:26	1116 Willowdale RD	311 Medical assist, assist EMS
19-0002882-000	09/24/2019	18:52:37	300 McCune ST	611 Dispatched & cancelled en
19-0002884-000	09/25/2019	10:09:13	1001 Riverbend RD /Rogers	311 Medical assist, assist EMS
19-0002886-000	09/25/2019	18:05:53	512 Parkside PL /Apt 62	311 Medical assist, assist EMS
19-0002887-000	09/25/2019	19:43:36	1116 Willowdale RD	311 Medical assist, assist EMS
19-0002888-000	09/25/2019	19:55:53	1300 Waugh (West) ST	311 Medical assist, assist EMS
19-0002892-000	09/26/2019	06:32:01	1218 Broadrick DR /Room	311 Medical assist, assist EMS
19-0002893-000	09/26/2019	06:57:30	Legion DR & Glenwood	311 Medical assist, assist EMS
19-0002894-000	09/26/2019	10:23:28	2230 Hamilton Extension ST	311 Medical assist, assist EMS
19-0002895-000	09/26/2019	12:33:26	880 Shugart RD	324 Motor Vehicle Accident with
19-0002896-000	09/26/2019	22:34:03	2204 Chattanooga RD /Los	311 Medical assist, assist EMS
19-0002897-000	09/27/2019	02:00:18	1109 Veterans DR	611 Dispatched & cancelled en
19-0002899-000	09/27/2019	10:07:07	100 Bogle (South) ST	311 Medical assist, assist EMS
19-0002900-000	09/27/2019	11:06:16	Fairfield DR & Mineral	311 Medical assist, assist EMS
19-0002901-000	09/27/2019	12:10:11	1811 Chattanooga RD	611 Dispatched & cancelled en
19-0002904-000	09/27/2019	15:38:51	916 Vernon AVE	311 Medical assist, assist EMS
19-0002907-000	09/27/2019	18:51:52	717 Morningside DR	311 Medical assist, assist EMS
19-0002909-000	09/27/2019	23:21:51	1807 Shadow LANE	311 Medical assist, assist EMS
19-0002912-000	09/28/2019	02:50:14	1102 Burleyson DR	311 Medical assist, assist EMS
19-0002913-000	09/28/2019	04:33:48	1109 Brookwood LANE	311 Medical assist, assist EMS
19-0002917-000	09/28/2019	14:47:56	1102 Burleyson RD	311 Medical assist, assist EMS
19-0002920-000	09/28/2019	16:12:14	939 Avenue F /2	611 Dispatched & cancelled en
19-0002921-000	09/28/2019	17:14:27	1116 Willowdale RD /208	311 Medical assist, assist EMS
19-0002923-000	09/28/2019	22:58:33	Hamilton (North) ST &	311 Medical assist, assist EMS
19-0002924-000	09/29/2019	01:28:27	631 Fifth AVE	311 Medical assist, assist EMS
19-0002925-000	09/29/2019	10:11:00	1011 Dude ST	311 Medical assist, assist EMS
19-0002926-000	09/29/2019	15:11:47	826 Beirut PL /49	311 Medical assist, assist EMS
19-0002928-000	09/29/2019	18:12:07	609 Thornton (South) AVE	311 Medical assist, assist EMS
19-0002930-000	09/29/2019	20:03:10	1000 Jones ST	311 Medical assist, assist EMS
19-0002931-000	09/29/2019	21:47:58	503 Fox Wood /D	611 Dispatched & cancelled en
19-0002932-000	09/30/2019	00:38:11	1115 Professional BLVD	611 Dispatched & cancelled en
19-0002933-000	09/30/2019	03:02:31	1807 Beechland PL /2	311 Medical assist, assist EMS
19-0002934-000	09/30/2019	05:35:40	136 Nickie DR	311 Medical assist, assist EMS
19-0002937-000	09/30/2019	16:07:10	1002 Underwood ST	311 Medical assist, assist EMS
19-0002938-000	09/30/2019	18:28:06	North Bypass	311 Medical assist, assist EMS

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
9/1/19 –9/30/19**

Total incidents in time period – 230

EMS on-scene prior to DFD – 63

EMS not on-scene prior – 167

During the month of September, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 72.6% of medical responses.

Training Division Monthly Report

September 2019

Overview

Recruit Class 2019-01 continued throughout the month with 4 candidates enrolled. Annual SCBA fit testing was completed for all certified firefighters. 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 September totaled 1,751.

Outside Schools

3 firefighters attended Pressurized Container Fire Control delivered by Georgia Fire Academy and hosted by Fort Oglethorpe Fire Department.

One member of the department completed the National Fire Academy's Incident Safety Officer course at Georgia Public Safety Training Center.

One member of the Training Division attended a confined space safety and rescue seminar hosted by Shaw Industries.

Support Functions

- 172 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 591 hours in September
- 1 hour was dedicated to fire investigation and related activities
- SCBA maintenance consumed 36 hours during the month

Prevention Division Monthly Report September 2019

Inspections

Annual Inspections	Total:	24
Apartment Inspections	Total:	4
Site Inspections	Total:	18
Fire Alarm Inspection	Total:	1
Sprinkler System Inspection	Total:	1
New Kitchen Hood Inspections	Total:	1
Knox Box Installation	Total:	1
Occupational Tax Certificate Inspections	Total:	8
Alcohol Inspections	Total:	
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	
100 Percent Inspections	Total:	2
Pre-Incident Surveys	Total:	58
Plan Reviews	Total:	1
Addressing	Total:	2
Total Inspections		121

Public Relations

Fire Safety Education

Events	Total:	20
Staff Members Participated	Total:	9
Staff Hours	Total:	181
Number of Adults Reached	Total:	1386
Number of Children Reached	Total:	2234
Total Residents Reached		3620

Smoke Detector Installation

Events	Total:	1
Staff Members Participated	Total:	3
Staff Hours	Total:	1
Total Smoke Detectors Installed	Total:	2
Total Number of Adults Reached	Total:	2
Total Number of Children Reached	Total:	
Total Residents Reached		2

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2019} And
{09/30/2019}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
09/10/2019	13:13	20101 Servicios Latinos 908 Elk ST	0.15	
09/20/2019	13:43	20101 Servicios Latinos 908 Elk ST	0.15	
09/18/2019	11:07	30015 HAMILTON DIAGNOSTIC 1407 Thornton (North) AVE	0.14	
09/09/2019	10:20	30114 TIBBS RD. CONVENIECE STORE 813 Tibbs (North) RD	0.01	
09/17/2019	09:19	30124 DALTON FAMILY PRACTICE 1114 Professional BLVD	0.10	
09/12/2019	10:10	30128 Guy With a Truck 402 N Park DR /SUITE 104/104	0.01	
09/12/2019	10:09	30129 Pittman Properties 402 North Park DR /Suite 105	0.01	
09/10/2019	09:36	30135 Shaw Industries Plant #81 201 Springdale RD	0.63	
09/16/2019	11:16	30162 Tandus 1104 Willowdale RD	0.20	
09/10/2019	13:41	30187 Synovus 1501 Thornton (North) AVE	0.22	
09/18/2019	10:49	30196 St. Joseph's Catholic Church 1775 Haignmill Lake RD	0.13	
09/03/2019	13:21	30074 Avanti Enviromental Group, Inc. 1406 Coronet DR	0.50	
09/10/2019	09:35	30074 Avanti Enviromental Group, Inc. 1406 Coronet DR	0.10	
09/18/2019	10:48	30241 Epic Enterprises, Inc. 1219 Coronet DR	0.03	
09/17/2019	09:50	30257 Cardiology Center of Dalton 1411 Chattanooga AVE	0.05	
09/09/2019	10:19	30276 Vacant 1419 Chattanooga AVE /Warehouse	0.00	
09/17/2019	10:01	30277 Pediatrics of Dalton 1409 Chattanooga AVE	0.05	
09/09/2019	10:19	30296 I Luv Nails 851 Shugart RD	0.00	
09/16/2019	13:21	30302 Mini Warehouses 848 Shugart RD	0.06	
09/18/2019	10:10	40002 NW Gerogia Trade and Convention Center 2211 Dug Gap Battle RD	0.08	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2019} And
{09/30/2019}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
09/24/2019	12:54	40047 Tobacco Outlet 1339 Walnut (West) AVE	0.05	
09/24/2019	13:46	40062 Shoney's 1302 Walnut (West) AVE	0.07	
09/25/2019	10:15	40064 Applebee's 1322 Walnut (West) AVE	0.08	
09/09/2019	10:12	50069 Cold Point 1273 Glenwood (North) AVE	0.00	
Total Activities for Type: 24			2.82	
205 INSPECTION - Annual Apartment				
09/16/2019	09:01	20730 Byron Heights 402--410 Bristol PL	0.55	
09/16/2019	10:01	30267 Winton Garden Apartments Winton DR /1316 and 1318	0.20	
09/17/2019	08:51	10305 Spencer St Appts 201 Spencer (North) ST	0.48	
09/16/2019	10:29	10499 Ridgewood Apartments 704/706 Ridgewood LANE	0.08	
Total Activities for Type: 4			1.31	
210 INSPECTION - Site				
09/03/2019	14:16	10687 Blue Ridge Elementary Schools 100 Bogle (South) ST	0.01	
09/03/2019	14:17	10070 City Park School 405 School ST	0.00	
09/26/2019		10070 City Park School 405 School ST	0.00	
09/05/2019	12:15	20180 Guadalajara of Dalton 817 Hamilton (South) ST	0.75	
09/16/2019	11:01	10742 Stone Ridge Apartments 1104 Walston AVE	2.27	
09/18/2019		10783 Peeples Cancer Center 1215 Memorial DR	0.00	
09/24/2019		30073 Chemence Technology Center 1338 Coronet DR	0.00	
09/05/2019	09:53	20099 Dorsett Carpets 502 Eleventh AVE	0.05	
10/01/2019	10:06			

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {09/01/2019} And
{09/30/2019}

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site				
09/23/2019		20588 Dos Bros 100 Walnut (West) AVE /74	0.00	
09/23/2019		20311 Dalton Day Care 515 Pentz (South) ST	0.00	
09/05/2019	12:30	30079 Engineered Floors 1510 Coronet DR	0.50	
09/26/2019		40100 Just Jump 1515 Walnut (West) AVE	0.00	
09/18/2019		40009 La Quinta Inn & Suites 715 College DR	0.00	
09/19/2019	10:30	40009 La Quinta Inn & Suites 715 College DR	0.02	
09/19/2019		40020 Holiday Inn Express 934 Market ST	0.00	
09/24/2019		40020 Holiday Inn Express 934 Market ST	0.00	
09/23/2019		50040 CAPTAIN D's SEAFOOD 1236 Glenwood (North) AVE	0.00	
09/09/2019	10:14	50004 Dalton Middle School 1250 Cross Plains TRL	0.01	
Total Activities for Type: 18			3.61	
221 INSPECTION - Fire Alarm				
09/05/2019		5013 Humane Society of Northwest Georgia 1210 Veterans DR	2.00	
Total Activities for Type: 1			2.00	
222 INSPECTION - Sprinkler System				
09/05/2019		5013 Humane Society of Northwest Georgia 1210 Veterans DR	2.00	
Total Activities for Type: 1			2.00	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {09/01/2019} And
{09/30/2019}

Date	Time	Occupancy	Hrs	Fee
250 INSPECTION - New Kitchen Hood Installation				
09/16/2019	08:04	10793 Road Runners 1016 Glenwood (North) AVE	0.53	
Total Activities for Type:			1	0.53
251 INSPECTION - Knox Box Installation				
09/19/2019	12:51	20256 Generation Green Recycling 2488 Abutment RD	0.05	
Total Activities for Type:			1	0.05
261 INSPECTION - OTC				
09/13/2019	12:46	10800 Boyett and Foshee Insurance LLC 101 Thornton (North) AVE	0.14	
09/04/2019	09:14	10806 Casa Frida 238 Hamilton (North) ST	0.28	
09/20/2019	13:20	10806 Casa Frida 238 Hamilton (North) ST	0.01	
09/10/2019		10807 District 319 319 Hamilton (North) ST	0.00	
09/03/2019	08:48	20515 Fitness 1440 816 Walnut Square BLVD /E	0.19	
09/03/2019	13:52	30220 Flako's Mexican Restaurant 2311 Chattanooga RD	0.84	
09/16/2019	08:14	30220 Flako's Mexican Restaurant 2311 Chattanooga RD	0.06	
09/18/2019	14:21	50054 J and Santos Dominican Barbershop 1207 Glenwood (North) AVE	0.04	
Total Activities for Type:			8	1.56
290 INSPECTION - 100				
09/09/2019	08:32	40184 Five Guys 1303 Walnut (West) AVE	0.33	
09/19/2019	10:02	40184 Five Guys 1303 Walnut (West) AVE	0.04	
Total Activities for Type:			2	0.37

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2019} And
{09/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
09/23/2019	14:30	40188 Edward Jones 1209 Walnut (West) AVE /Suite 3	0.50	
09/30/2019	13:00	40067 IHOP 1510 Walnut (West) AVE	0.00	
09/30/2019	14:15	40089 Outback Steakhouse 955 Market ST	0.00	
09/16/2019		50095 Boy's and Girls Club 1013 Underwood ST	0.00	
09/09/2019	09:00	50113 Prima Care 102 North Oaks DR	1.00	
09/16/2019		50005 DALTON GOLF AND COUNTRY CLUB MAINT.BDLG. 403 Flemming ST	0.00	
09/09/2019	11:00	50014 Winchester Carpets 1205 Royal DR	1.00	
09/09/2019	10:00	50015 Tandus 1210 Royal DR	1.00	
09/23/2019		30079 Engineered Floors 1510 Coronet DR	6.00	
09/30/2019	15:30	30260 Academy Sports & Outdoors 865 Shugart RD	0.50	
09/30/2019	15:00	30254 Kohl's 835 Shugart RD	0.50	
09/09/2019	13:00	30255 North Georgia Highlands Center 900 Shugart RD	1.17	
09/12/2019		40100 Just Jump 1515 Walnut (West) AVE	0.00	
09/30/2019	13:30	40104 Waffle House 1531 Walnut (West) AVE	0.00	
09/16/2019	09:45	40114 Pine Needle Gift Shoppe 1319 Dug Gap RD	0.25	
09/16/2019	09:00	40116 Dug Gap Family Dentistry 1405 Dug Gap RD	0.50	
09/30/2019	14:00	40117 Restoration Recovery 1500 Dug Gap RD	0.00	
09/16/2019	09:30	40118 Pulmonary & Sleep Medicine 1420 Mineral Springs RD	0.50	
09/16/2019	13:00	40119 Peds Care, P.C. 1933 Shields RD	0.50	
09/16/2019	11:00	40121 Cutting corners 1325 Dug Gap RD /A	0.50	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2019} And
{09/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
09/16/2019	11:00	40122 Michael's fine arts & framing 1327 Dug Gap RD /Suite 2	0.50	
09/16/2019	09:30	40123 M & J Sew Shop 1325 Dug Gap RD /B	0.25	
09/16/2019	10:45	40124 R & H Notary and Tax Service 1325 Dug Gap RD /C	0.25	
09/16/2019	10:30	40125 Vacant 1325 Dug Gap RD /D	0.25	
09/16/2019	10:30	40126 Vacant 1325 Dug Gap RD /E	0.25	
09/16/2019	10:30	40127 Total Image Hair Salon 1325 Dug Gap RD /F	0.25	
09/16/2019	13:30	40128 Dalton Grocery & Tobacco 1321 Dug Gap RD	0.25	
09/23/2019	13:00	40129 Vacant 1209 Walnut (West) AVE /Suite #1	0.50	
09/23/2019	14:00	40130 Build Mortgage 1209 Walnut (West) AVE /Suite 2	0.50	
09/23/2019	11:00	40131 Vacant 1209 Walnut (West) AVE /Suite #4	0.50	
09/23/2019	15:00	40132 Alliance Physical Therapy 1209 Walnut (West) AVE /Suite #5	0.50	
09/23/2019	15:30	40133 Dr. Carson (Medical Office) 1209 Walnut (West) AVE /Suite #6&7	0.50	
09/23/2019	09:30	40134 Carson's Salon 1209 Walnut (West) AVE /Suite #8	0.50	
09/23/2019	13:30	40135 Quality Discount Carpet 1209 Walnut (West) AVE /Suite #9	0.50	
09/23/2019	16:00	40141 Pearle Vision 1207 Walnut (West) AVE	0.50	
09/23/2019	10:30	40147 Allstate Insurance 1209 Walnut (West) AVE /Suite #10	0.50	
09/23/2019	09:30	40148 The Nails Place 1209 Walnut (West) AVE /Suite #11	0.50	
09/23/2019	10:00	40149 The Nails Place 1209 Walnut (West) AVE /Suite #12	0.50	
09/16/2019	10:00	40181 Real Food 1327 Dug Gap RD /Suite 1	0.25	
09/16/2019		20568 Yesterday's Furniture 1125 Walnut (East) AVE /A	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {09/01/2019} And
{09/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
09/16/2019		20569 Panadarion and Tortilleria 1125 Walnut (East) AVE /H/Dalton, GA 30721	0.00	
09/16/2019		20570 Progressive 1125 Walnut (East) AVE /G	0.00	
09/16/2019		20571 Carniceria LOA #1 1125 Walnut (East) AVE /E/F	0.00	
09/16/2019		20572 Disco Latin 1125 Walnut (East) AVE /C	0.00	
09/16/2019		20574 iRestore 1125 Walnut (East) AVE /B	0.00	
09/16/2019		20454 Act A Fool 1117 Walnut (East) AVE	0.00	
09/16/2019		20455 El Fandango 1115 Walnut (East) AVE	0.00	
09/16/2019		20456 Taqueria Paisanos 1113 Walnut (East) AVE	0.00	
09/16/2019		20457 Mattress Connection 1111 Walnut (East) AVE	0.00	
09/16/2019		20458 Vacant 1109 Walnut (East) AVE /Suite B	0.00	
09/16/2019		20459 Salon De Belleza Curtes Latino 1109 Walnut (East) AVE /Suite A	0.00	
09/16/2019		20460 Money Saver Dollar Plus 1107 Walnut (East) AVE	0.00	
09/16/2019		20461 Quality Staffing (QSI) 1105 Walnut (East) AVE /Suite ABC	0.00	
09/09/2019	13:00	10077 GLAZE SUPPLY 117 Cuyler (west) ST	1.00	
09/09/2019	14:00	10080 Oakwood Cafe 201 Cuyler (west) ST	1.00	
09/30/2019	15:00	10720 Cockburn St. Apartments 600 Cockburn ST	0.33	
09/30/2019	15:20	10721 Cockburn St. Apartments 601 Cockburn ST	0.33	
09/30/2019	15:40	10722 Cockburn St. Apartments 602 Cockburn ST	0.33	
Total Activities for Type: 58			24.66	

Grand Total Activities: 118

Grand Totals: 38.91 0.00

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {09/01/2019} And
{09/30/2019}**

10806 Casa Frida
238 Hamilton (North) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/04/2019 *	2012 IFC 906.2 Fire extinguisher, Properly	1			0
Notes: Have fire extinguishers serviced by a licensed contractor.					
09/04/2019 *	2012 IFC 906.2 Fire extinguisher, Properly	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Have fire extinguishers serviced by a licensed contractor.					
09/04/2019 *	2012 NFPA 101 7.9.2.1 Emergency light, none	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Add emergency light in front of building.					
09/04/2019 *	2012 NFPA 101 7.9.2.1 Emergency light, none	1			0
Notes: Add emergency light in front of building.					
09/04/2019 *	2012 NFPA 101 9.7.1.1 Sprinkler system, no	1			0
Notes: Sprinkler coverage needed in kitchen area.					
09/04/2019 *	2012 NFPA 101 9.7.1.1 Sprinkler system, no	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Sprinkler coverage needed in kitchen area.					

Total Individual Violation Codes for Occupancy: 6

40184 Five Guys
1303 Walnut (West) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/09/2019 *	2012 IFC 509.1 Riser room not marked	1			0
Notes: Add signage to door.					
09/09/2019 *	2012 IFC 509.1 Riser room not marked	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Add signage to door.					

Total Individual Violation Codes for Occupancy: 2

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {09/01/2019} And
{09/30/2019}**

30220 **Flako#146;s Mexican Restaurant**
 2311 Chattanooga RD
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/03/2019	* 2011 NFPA 96 12.1.2.4 Cooking equipment, Deep Notes: Move equipment as discussed or install baffle 8 inches tall or higher on deep fryer.	1			0
09/03/2019	* 2011 NFPA 96 12.1.2.4 Cooking equipment, Deep Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Move equipment as discussed or install baffle 8 inches tall or higher on deep fryer.	1			0
09/03/2019	* 2011 NFPA 96 4.1.3 Kitchen hood suppression Notes: Have contractor look at nozzle placement and coverage due to new equipment.	1			0
09/03/2019	* 2011 NFPA 96 4.1.3 Kitchen hood suppression Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Have contractor look at nozzle placement and coverage due to new equipment.	1			0
09/03/2019	* 2011 NFPA 96 8.1.1.1 Kitchen hood, Exhaust fan Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Ensure exhaust fan is hinged.	1			0
09/03/2019	* 2011 NFPA 96 8.1.1.1 Kitchen hood, Exhaust fan Notes: Ensure exhaust fan is hinged.	1			0
09/03/2019	* 2012 IFC 505.1 Address, no suite Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Address numbers should be a minimum of 4 inches tall and 1/2 inch wide. Numbers should be visible from road fronting the property, and be contrasting to the background. Address should be posted to be visible from the road fronting the property.	1			0
09/03/2019	* 2012 IFC 505.1 Address, no suite Notes: Address numbers should be a minimum of 4 inches tall and 1/2 inch wide. Numbers should be visible from road fronting the property, and be contrasting to the background. Address should be posted to be visible from the road fronting the property.	1			0
09/03/2019	* 2012 IFC 605.5 Extension cord, Improper use Notes: Extension cords should only be used for temporary power.	1			0
09/03/2019	* 2012 IFC 605.5 Extension cord, Improper use Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Extension cords should only be used for temporary	1			0

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {09/01/2019} And
{09/30/2019}**

30220 **Flako's Mexican Restaurant**
 2311 Chattanooga RD
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
	power.				
09/03/2019	* 2012 IFC 906.1 Fire extinguisher, none in	1			0
	Notes: Install abc fire extinguishers to meet code requirements. Extinguishers must be tagged by a GA licensed contractor.				
09/03/2019	* 2012 IFC 906.1 Fire extinguisher, none in	1			0
	Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Install abc fire extinguishers to meet code requirements. Extinguishers must be tagged by a GA licensed contractor.				
09/03/2019	* 2012 NFPA 101 7.9.3.1.1 Emergency light,	1			0
	Notes: Repair or replace emergency lighting.				
09/03/2019	* 2012 NFPA 101 7.9.3.1.1 Emergency light,	1			0
	Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Repair or replace emergency lighting.				
09/03/2019	* 2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire	1			0
	Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: No current fire alarm inspection on site.				
09/03/2019	* 2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire	1			0
	Notes: No current fire alarm inspection on site.				
09/03/2019	* 2012 NFPA101 7.10.5.1 Exit sign, non functional	1			0
	Notes: Repair or replace exit signage.				
09/03/2019	* 2012 NFPA101 7.10.5.1 Exit sign, non functional	1			0
	Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Repair or replace exit signage.				
09/03/2019	* 2013 NFPA 10 6.6.1 Class K fire extinguisher	1			0
	Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Install class k fire extinguisher and placard.				
09/03/2019	* 2013 NFPA 10 6.6.1 Class K fire extinguisher	1			0
	Notes: Install class k fire extinguisher and placard.				

Total Individual Violation Codes for Occupancy: 20					

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {09/01/2019} And
{09/30/2019}**

30135 **Shaw Industries Plant #81**
 201 Springdale RD
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/10/2019	2011 NFPA 25 7.3.2 Fire hydrant, no annual Notes: Email a copy of the current hydrant flows.	1			0
09/10/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Install Knox Box on building.	1			0
09/10/2019	2012 IFC 605.6 Electrical panel, cover not Notes: Add cover on electrical outlet.	1			0
09/10/2019	2012 NFPA 101 7.10.1.8 Exit sign, not visible Notes: Add exit signage as discussed to mark all egress paths.	1			0
09/10/2019	2012 NFPA 101 9.7.1.1 Sprinkler system, no Notes: Sprinkler head needed under landing. Or remove combustibles under stairs. Add sprinkler coverage in offline control room.	1			0
09/10/2019	DFDFMO AHJ, Requirement Notes: Ensure hydraulic calc plates are stamped or engraved.	1			0

Total Individual Violation Codes for Occupancy: 6					

10305 **Spencer St Appts**
 201 Spencer (North) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/17/2019	2012 IFC 605 Electrical panel, wiring, junctions, Notes: Install blank in electrical panel. Install cover on electrical outlet.	1			0
09/17/2019	2012 IFC 605.3 Electrical panel, obstructed Notes: Remove combustibles near electrical panels.	1			0
09/17/2019	2012 NFPA 101 31.3.4.5.1 Apartments - Smoke Notes: Replace batteries in smoke alarms according to manufacturers specs.	1			0

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {09/01/2019} And
{09/30/2019}**

10305 **Spencer St Appts**
 201 Spencer (North) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/17/2019	2013 NFPA 10 6.1.3.3.1 Extinguishers shall not be	1			0
	Notes: Install extinguisher on second level.				
09/17/2019	2013 NFPA 10 7.3.2.1 Extinguisher damaged/6yr	1			0
	Notes: Have fire extinguishers serviced by a licensed contractor.				
09/17/2019	DFDFMO AHJ, Requirement	1			0
	Notes: Ensure dryer vents are not blocked or kinked causing lint build up.				
09/17/2019	DFDFMO AHJ, Requirement	1			0
	Notes: Have electrical fix wiring as discussed.				

Total Individual Violation Codes for Occupancy: 7					

10742 **Stone Ridge Apartments**
 1104 Walston AVE
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
09/16/2019	DFDFMO AHJ, Requirement	1			0
	Notes: All smoke alarms to be checked and recorded. Repair holes around electrical chases in closets to limit spread of smoke and fire.				

Total Individual Violation Codes for Occupancy: 1					

Grand Total Violations: 42

* Denotes Violations Corrected or Variance Issued

09/30/2019 08:47
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

9/30/2019

P 1
glytdbud

FOR 2019 09

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT								
141400 000010	SALARIES-REGULAR	4,708,000	36,500	4,744,500	3,405,756.61	.00	1,338,743.39	71.8%
141400 000011	SALARIES OVERTIME	415,500	90,000	505,500	318,528.52	.00	186,971.48	63.0%
141400 000017	RAISE POOL - GROS	155,000	-155,000	0	.00	.00	.00	.0%
141400 000020	FICA	392,000	10,000	402,000	279,981.51	.00	122,018.49	69.6%
141400 000030	PENSION	141,100	20,000	161,100	99,227.76	.00	61,872.24	61.6%
141400 000032	PENSION - DB PLAN	1,343,300	33,910	1,377,210	1,072,494.39	.00	304,715.61	77.9%
141400 000040	HOSPITALIZATION I	828,850	0	828,850	547,134.65	.00	281,715.35	66.0%
141400 000043	INSURANCE - FIRE	21,000	0	21,000	.00	.00	21,000.00	.0%
141400 000045	EE LIFE & DISABIL	29,200	0	29,200	18,129.38	.00	11,070.62	62.1%
141400 000046	RAISE POOL - BENE	63,910	-63,910	0	.00	.00	.00	.0%
141400 000050	GENERAL INSURANCE	28,500	425	28,925	28,925.75	.00	-.75	100.0%*
141400 000060	WORKER COMPENSATI	128,000	0	128,000	95,992.50	.00	32,007.50	75.0%
141400 000095	50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100	OFFICE EQUIPMENT	7,200	0	7,200	5,350.69	.00	1,849.31	74.3%
141400 000110	TELEPHONE	31,000	0	31,000	23,733.72	837.66	6,428.62	79.3%
141400 000120	TRAINING EXPENSES	36,500	1,875	38,375	36,499.36	.00	1,875.64	95.1%
141400 000121	FIRE SAFETY/EDUCA	3,500	0	3,500	2,940.16	270.96	288.88	91.7%
141400 000123	HAZMAT MANAGEMENT	18,000	0	18,000	13,681.18	.00	4,318.82	76.0%
141400 000330	UTILITIES	131,500	0	131,500	95,750.86	.00	35,749.14	72.8%
141400 000350	BUILDING MAINT &	60,000	0	60,000	45,758.62	117.82	14,123.56	76.5%
141400 000360	LEGAL FEES	4,800	0	4,800	3,510.00	.00	1,290.00	73.1%
141400 000400	EQUIPMENT MAINT &	24,000	4,500	28,500	23,503.49	1,232.34	3,764.17	86.8%
141400 000410	GAS & OIL	65,000	0	65,000	37,009.83	.00	27,990.17	56.9%
141400 000440	SUPPLIES	35,000	0	35,000	22,245.76	285.01	12,469.23	64.4%
141400 000450	CLEANING ALLOWANC	49,920	0	49,920	7,968.61	.00	41,951.39	16.0%
141400 000460	UNIFORMS	140,000	0	140,000	79,693.14	1,887.34	58,419.52	58.3%
141400 000830	MAINTENANCE - APP	100,000	64,645	164,645	116,686.86	.00	47,958.14	70.9%
141400 001010	OFFICE SUPPLIES	8,200	0	8,200	3,700.25	.00	4,499.75	45.1%
141400 001030	COMPUTER-SOFTWARE	21,000	0	21,000	9,186.49	179.88	11,633.63	44.6%
141400 001040	COMPUTER MAINTAIN	7,000	0	7,000	199.99	.00	6,800.01	2.9%
141400 001090	WELLNESS PROGRAM	8,000	0	8,000	3,016.51	949.96	4,033.53	49.6%
141400 001300	MEALS	21,600	0	21,600	6,337.04	69.39	15,193.57	29.7%
141400 001410	DUES/FEES/SUBSCRI	6,600	0	6,600	1,621.52	384.40	4,594.08	30.4%
141400 001620	VEHICLE IMPACT FE	1,200	0	1,200	1,100.00	.00	100.00	91.7%
141400 001665	RADIO SUBSCRIBER	10,100	120	10,220	10,219.30	.00	.70	100.0%
141400 001990	MISCELLANEOUS	16,000	0	16,000	6,180.58	252.59	9,566.83	40.2%
141400 039980	CAPITAL OUTLAY <	37,000	0	37,000	17,144.71	.00	19,855.29	46.3%
141400 084725	BUIDING/GROUNDS M	9,000	0	9,000	3,283.51	.00	5,716.49	36.5%
TOTAL FIRE DEPARTMENT		9,111,480	43,065	9,154,545	6,442,493.25	6,467.35	2,705,584.40	70.4%

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: SCBA-01

Effective: 11-06-1992

Revised: 10-23-2017

Reviewed: 10-22-2019

Fire Chief Signature

DATE

Policy: SCBA Testing and Maintenance

Scope: All Personnel

Procedure:

Function tests and maintenance shall be performed on the first Saturday of each month. If an unforeseen event (training, holiday, staffing shortage, incident, etc.) prevent these tests from being performed, it is the on-duty shift's responsibility to reschedule testing and maintenance within one week of the original date.

All air-paks shall undergo a yearly function test according to manufacturer's specifications and in accordance with NFPA 1852.

Fit testing shall be performed annually for all personnel required to wear an SCBA. Personnel shall be able to pass this fit test at any time while on duty. No facial hair shall touch the rubber seal of the face piece. Sideburns shall not extend below mid ear and shall not cause interference with the seal of the face piece.

Monthly function tests shall include:

Visual inspection of the complete respirator for worn or aged rubber parts, worn or frayed harness webbing, or damaged components

Visual inspection of cylinder for dents or gouges in metal or in fiberglass/carbon wrapping. Cylinders which show exposure to high heat or flame, such as paint turned brown or black, decals charred or missing, gauge lens melted or elastomeric bumper distorted, shall be removed from service and emptied of compressed air.

Check hydrostatic test and manufacture date to ensure they are current

Hydrostatic test requirements:

- Aluminum cylinders 5 years
- Carbon cylinders manufactured or tested prior to 7/01 3 years
- Carbon cylinders manufactured after 7/01 5 years
- All other cylinders 3 years
- Cylinder service life 15 years

Check cylinder pressure gauge for “full” indication. If cylinder pressure shows less than “full”, replace with a fully charged cylinder

Check to ensure reducer hose coupling is hand tightened to the cylinder valve outlet

Check that the breathing regulator purge valve (red knob on regulator) is closed (fully clockwise and pointer on knob upward)

Fully depress the center of the donning switch on the top of the regulator and release

Slowly open the cylinder valve fully; the Vibralert alarm shall actuate and then stop and the PASS device should power up and give an audible confirmation chirp

Allow the air-pak to remain motionless until the PASS device goes into alarm to ensure proper function, then reset pass and manually activate to ensure proper function

Fully close the cylinder valve and open the purge valve slightly to vent residual air pressure from the system. The Vibralert shall actuate as the pressure drops below $\frac{1}{4}$ or $\frac{1}{3}$ cylinder pressure mark on the remote gauge, depending on the SCBA manufacture date. When air flow stops, return the purge valve to the fully closed position (pointer on knob upward) and deactivate PASS device.

WARNING

If any pak alarm does not activate properly, the apparatus shall be removed from service and repaired by Scott certified personnel.

If any other issues or discrepancies are found when using the above listed procedures, the breathing apparatus shall be removed from service, tagged, and repaired by Scott certified technicians (NO EXCEPTIONS)

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: FO-12
Effective: 07-09-2013
Revised: 10-24-2017
Reviewed: 10-22-2019

Fire Chief Signature

DATE

Title: Initial assignments for all structure fires and fire alarms

Scope: All personnel

Reference: NFPA 1021, 1500, 1710
OSHA 29 CFR 1910.134(g) (4)

Purpose: To assist the Incident Commander and company officers in improving efficiency, effectiveness, and safety by establishing a framework for initial assignments at structure fires and fire alarms.

Procedure:

The first unit to arrive on scene shall give an initial report, conduct a 360 degree size-up, and establish command over the priority radio channel (DFD Main). The Incident Commander will be responsible for ensuring a 360 is completed and communicated on all incidents. Other benchmarks, including fire under control (where applicable), primary & secondary search, and termination of command, shall be communicated over the priority radio channel.

Making obvious rescues and providing care for victims takes priority over all other fire ground operations.

First Arriving Engine Company

The first arriving engine company is responsible for the initial hoseline stretch and fire attack. A dedicated water supply may be established by this company, but is not mandatory. The second due engine company should be notified immediately if the initial arriving engine company establishes their own water supply.

Fire attack should be initiated when there is an immediate life safety issue or when the officer determines that an interior fire attack will make a dramatic impact on the spread of the fire. If there is no life safety issue or an interior attack will not greatly affect the outcome, the first arriving engine should prepare for fire attack but not enter the building without a rapid intervention team (RIT) established and in place.

Second Arriving Engine Company

The second arriving engine company is responsible for establishing a dedicated water supply (if not achieved by first arriving engine) for fire suppression operations.

Once a water supply is secured, the second arriving engine company should deploy a backup line (if not already in place) and establish a Rapid Intervention Team (RIT) to include a dedicated equipment cache.

The RIT officer will report directly to the Incident Commander. He or she will monitor all radio traffic while crews are actively working, and will complete continual 360s of the involved structure where possible.

Third Arriving Engine Company

The third arriving engine company will report to Command/Staging for assignment.

In the event of a working fire where an active suppression system and/or standpipe system is present, the third arriving engine will be responsible for water supply to the suppression system and/or standpipe.

At the discretion of the Incident Commander, the supply lines to the suppression system may be left uncharged until initial recon reports are received, identifying the need for the system.

First Arriving Truck Company

The initial truck functions of forcible entry and primary search shall be conducted with utmost priority, regardless of the order of arrival.

For the purposes of this guideline, it is assumed that Squad 1 will act as a complement to the initial arriving truck company.

Truck company functions on single family, multifamily, and commercial structure fires should include, but are not limited to, the following:

- Forcible entry – priority function
- Primary search – priority function
- Rescue and/or extrication
- Ventilation (natural or forced)
- Laddering (ground and aerial)
- Utility control
- Salvage and overhaul
- Scene lighting
- Elevated master streams

The most efficient and effective way to accomplish these tasks is through the formation of interior and exterior elements of the truck company. The formation and assignment of these teams shall be at the discretion of the truck company officer based on observed conditions and tactical needs of the scene.

Notes

All truck company operations should be performed in accordance with DFD SOG FO-17, *Truck Operations at Working Structure Fires*.

All operations on the fire ground should be performed with firefighter safety as the primary goal. As always, overarching incident priorities are life safety, incident stabilization, and property conservation.

The assignments included in this guideline are meant to serve as a framework for initial operations and are subject to modification by the Incident Commander.

Task and tool assignments are outside the scope of this guideline and shall be at the discretion of the company officer.

If dispatch has advised that the incident is a confirmed structure fire, the OIC may consider having additional units dispatched, depending on the structure.

DALTON FIRE DEPARTMENT

Standard Operating Guideline

S.O.G.: FO-17
Effective: 02-04-2013
Revised: 10-24-2017
Reviewed: 10-22-2019

Fire Chief Signature

DATE

Title: Truck Operations at Working Structure Fires

Scope: All personnel

Reference: Truck Company Operations 2nd ed.
Fire Officer's Handbook of Tactics 3rd ed.

Procedure:

Truck company functions should include, but are not limited to, the following:

- Ventilation (natural or forced) achieved horizontally or vertically. Horizontal ventilation is normally achieved through the use of natural openings, such as windows and doors. Vertical ventilation involves opening the structure above the fire by means of natural openings skylights or attic vents or the creation of an opening (cutting a hole and pushing ceiling).
- Entry (forcible or otherwise) can be made through doors or windows. When forcible entry is required, efforts should be made to minimize damage by using the proper tools to quickly gain access.
- Search and rescue falls into two categories: primary and secondary. Primary search is a time sensitive process that must be completed in an efficient manner. Secondary search is a thorough process which should be completed after the fire is under control and performed by a crew other than those that were involved in the primary.
- Laddering (ground and aerial) is an important function when working on upper floors for establishing means of entry and egress.
- Utility control (electric, gas, water) is normally completed by the outside crew, which provides an element of safety for interior crews.
- Elevated master streams provide a tactical advantage for applying water from above. When an elevated master stream is requested, it will be the responsibility of the truck company to establish and operate.
- Overhaul is the process of checking for extension and removing any hazards. Salvage operations can be used to protect or save property.

Ventilation/Roof Operations

Safety must be the primary consideration during every vertical ventilation operation. No personnel shall be allowed on bowstring truss, lightweight metal or tile/slate roofs under fire conditions. Operating above a fire is an extremely hazardous situation. Understanding this policy and practicing it shall help to ensure our firefighters' safety during vertical ventilation operations.

The first arriving company and the Incident Commander should evaluate roof conditions prior to committing resources to the roof. Aerial apparatus should be strategically placed to allow for safe access to and from the roof area. Crews must enter the roof from an established safe area and must have a secondary means of escape. The first personnel to access the roof must quickly evaluate conditions to assure the roof is structurally sound before proceeding. While on the roof, personnel must continually evaluate their escape routes and progress throughout the duration of roof operations.

Bow string truss roofs – During fire operations, no firefighter shall operate on a bow string truss roof.

Tile/slate roofs – During fire operations, no firefighter shall operate on a tile/slate roof.

Lightweight metal roofs - During fire operations, no firefighter shall operate on a lightweight metal roof.

When these roof types/coverings are encountered, vertical ventilation shall only be achieved by working from an aerial ladder.

Extreme caution should be exercised in conducting roof operations on lightweight wood truss (Type V) roofs and lightweight steel truss roofs with metal decking. When these roof types are encountered and vertical ventilation is deemed necessary, crews should utilize natural openings and immediately vacate the roof.

Roof operations should always take place utilizing minimal personnel and from as stable a working platform as possible. This includes the use of safety lines, roof ladders, or aerial devices.

The physical placement of apparatus on the fire ground is critical. No more critical placement is made than that of the first arriving truck company. All responding units must consider the placement of the truck (in front of the structure on residential and in the best tactical position for commercial) as a top priority.

All personnel involved in roof operations shall wear full personal protective equipment including SCBA when operating above a fire. Personnel working/operating from an aerial device will wear ladder belts at all times.

Utility Control

Depending upon the type of occupancy, utilities control can be accomplished by one of the following methods:

- Pulling the electrical meter (should be taken to command)
- Individual breakers
- Electrical main/disconnect
- Shunt trips
- Closing control valve on gas meter or LP tank

Dalton Utilities should be notified by the Incident Commander via dispatch.

Truck Company Responsibilities for Residential and Commercial Fires

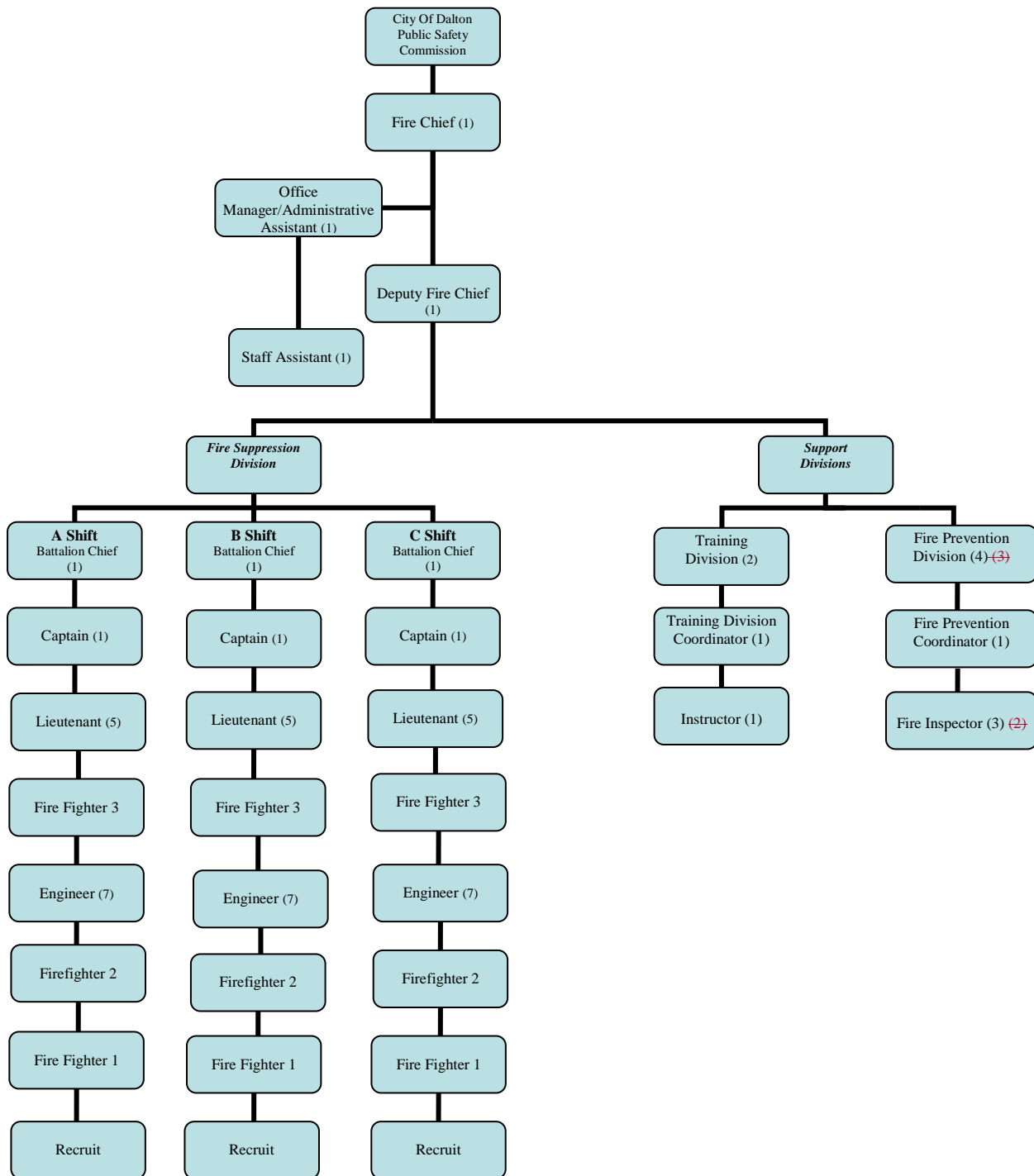
Inside/Interior Truck

- Primary functions: forcible entry, primary search/rescue, and locating/isolating the fire
- Secondary functions: salvage & overhaul

Outside/Exterior Truck

- Primary functions: utilities, force rear door/windows, ground ladders placement, ventilation (horizontal and/or vertical dictated by conditions/needs/roof construction), vent enter isolate search (VEIS), aerial ladder operations, and roof rescue
- Secondary functions: secondary search, salvage, and overhaul

City of Dalton Fire Department Organizational Chart



City of Dalton Fire Department Organizational Chart

