



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, AUGUST 22, 2023  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- [1.](#) Police Department - Employee Commendations - Officer Caleb Morang Employee of the Month
- [2.](#) Police Department - Employee Commendations - Officer Jennifer Nunez Life Saving Award
- [3.](#) Fire Department - Individual Commendation Presentation

**Public Commentary**

**Approval of Minutes**

- [4.](#) July 25, 2023

**Police Department**

- [5.](#) Crime/Crash Statistics July 2023
- [6.](#) Financial Statistics July 2023
- [7.](#) Written Directive Review

**Fire Department**

- [8.](#) Statistical Report for July 2023
- [9.](#) Financial Report for July 2023
- [10.](#) Reviewed SOG
  1. GP-03 Professional Grooming
  2. SO-01 Use of station log book

**Adjournment**

**William C Cason III**  
Chief of Police  
CCason@daltonga.gov  
www.daltonga.gov



Public Safety Commission  
Terry Mathis  
Anthony Walker  
Truman Whitfield  
Alex Brown

**DALTON POLICE DEPARTMENT**  
301 Jones Street, Dalton, Georgia 30720  
Phone: 706-278-9085

August 10, 2023

Officer Caleb Morang  
Dalton Police Department  
301 Jones St  
Dalton, GA 30720

Dear Officer Morang,

I am happy to inform you of your selection as the Employee of the Month for July, 2023. Your selection was based off your efforts to identify and apprehend a suspect who was responsible for several burglaries and financial fraud.

In nominating you, Lieutenant Cantrell felt your efforts were exceptional and that your skills and determination directly led to the clearance of these crimes. Congratulations on this well-deserved award.

In addition to this letter and certificate, you are awarded one day off with pay. Your name will also be submitted to the Elk's Lodge of Dalton, who will send you a gift in the near future.

Best Regards,

A handwritten signature in blue ink that reads "William C. Cason III".

Cliff Cason  
Chief of Police

# EMERITUS OFFICER of THE MONTH

## DALTON POLICE DEPARTMENT



### PFC Caleb Morang

For your efforts apprehending the suspects who were responsible for a substantial burglary at Battlegrounds Games and Comics. During the course of the investigation you were able to recover thousands of dollars' worth of comics.

August 10, 2023  
Date

Chief of Police

**William C Cason III**  
Chief of Police  
CCason@daltonga.gov  
www.daltonga.gov



**Public Safety Commission**  
Terry Mathis  
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**DALTON POLICE DEPARTMENT**  
301 Jones Street, Dalton, Georgia 30720  
Phone: 706-278-9085

August 22, 2023

Officer Jennifer Nunez  
Dalton Police Department  
301 Jones Street  
Dalton GA 30720

Dear Officer Nunez,

I am writing to commend you for your outstanding work on July 16, 2023 at the scene of an unresponsive male who was not breathing. Your willingness to act quickly during a stressful situation and your efforts on that scene were a great example of the professionalism and courage we provide for our community every day. Your decision to use your training and equipment to address a serious, life threatening condition led directly to the preservation of life. Your actions reinforce the values and mission of our department in that we aim every day to provide a safe environment with professional quality police service. I want to thank you again for your outstanding service to our community.

Best Regards,

A handwritten signature in blue ink, appearing to read "William C. Cason III". The signature is stylized and cursive.

Chief William Cason III

*Award for*  
**OUTSTANDING**  
**PERFORMANCE**



**Officer Jennifer Nunez**

For your dedication and unselfish acts on July 16, 2023 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.

August 22, 2023  
Date

*Cliff Cason*  
Chief of Police, Cliff Cason

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
JULY 25, 2023

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Anthony Walker, Fire Chief Todd Pangle, Assistant Police Chief Chris Crossen, Attorney Jason Connell from the City Attorney's Office, and City Administrator Andrew Parker. Police Chief Cliff Cason was absent.

AGENDA APPROVAL

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

PERSONNEL MATTERS

Fire Department – Engineer Promotion – Corey Baldrige

On the motion of Commissioner Mathis, second Commissioner Brown, the Commission promoted Firefighter Corey Baldrige to the rank of Engineer. The vote was unanimous in favor.

PUBLIC COMMENTARY

City Administrator Andrew Parker read a letter to the Commission received from local pub owner, Rafeek Mughrabi from d/b/a: The Oyster Pub expressing opposition to the proposed changes to the alcohol hours for serving and sales.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for June 27, 2023. On the motion of Commissioner Brown, second Commissioner Mathis, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for June 2023

Assistant Police Chief Chris Crossen gave a written and oral summary of the Crime and Crash Statistical Reports for the month of June 2023. As noted in the written summary, Assistant Chief Crossen reported the Year to Date Part I crimes are approximately 6.78% lower and Part II crimes are approximately 13.3% lower when compared to the past 5-year average. Assistant Chief Crossen further reported there were 137 non-private property crashes reported for the month and non-injury crashes decreased over the previous month.

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

Financial Statistics for June 2023

Assistant Police Chief Chris Crossen presented the Financial Report for all divisions within the Dalton Police Department for the month of June 2023. Assistant Chief Crossen reported the department has expended 44.4% of the budget, and are on track for the remainder of the FY 2023.

On the motion of Commissioner Brown, 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.

Written Directive Review

Assistant Police Chief Chris Crossen presented the following written directive reviews for approval:

- 7.12 Confidential Expenditures

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



## FIRE DEPARTMENT

### Monthly Statistical Report – June 2023

Fire Chief Todd Pangle presented the June 2023 Statistical Report to the Commission. Deputy Chief Pangle outlined details of the complete report, which included the Incident Report with 329 Total Responses, an Injuries and Property Report, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

### Monthly Financial Report – June 2023

Fire Chief Todd Pangle presented the Financial Report for the month of June 2023 to the Commission. Chief Pangle stated the department has expended 49.6% the budget, and are on track for the remainder of the FY 2023.

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

### Reviewed SOG / Revised SOP

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following Fire Department policies.

- Reviewed SOP – GP-13 Disciplinary procedure for misuse of information from Georgia Crime Information Center
- Reviewed SOP – GP-14 Media protection for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network
- Reviewed SOP – GP-15 Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network Man-made/Natural Disaster Policy
- New SOP – T-2 Live Fire Training Evolutions

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

## ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Brown, the meeting was adjourned at 9:32 a.m.

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

ATTEST:

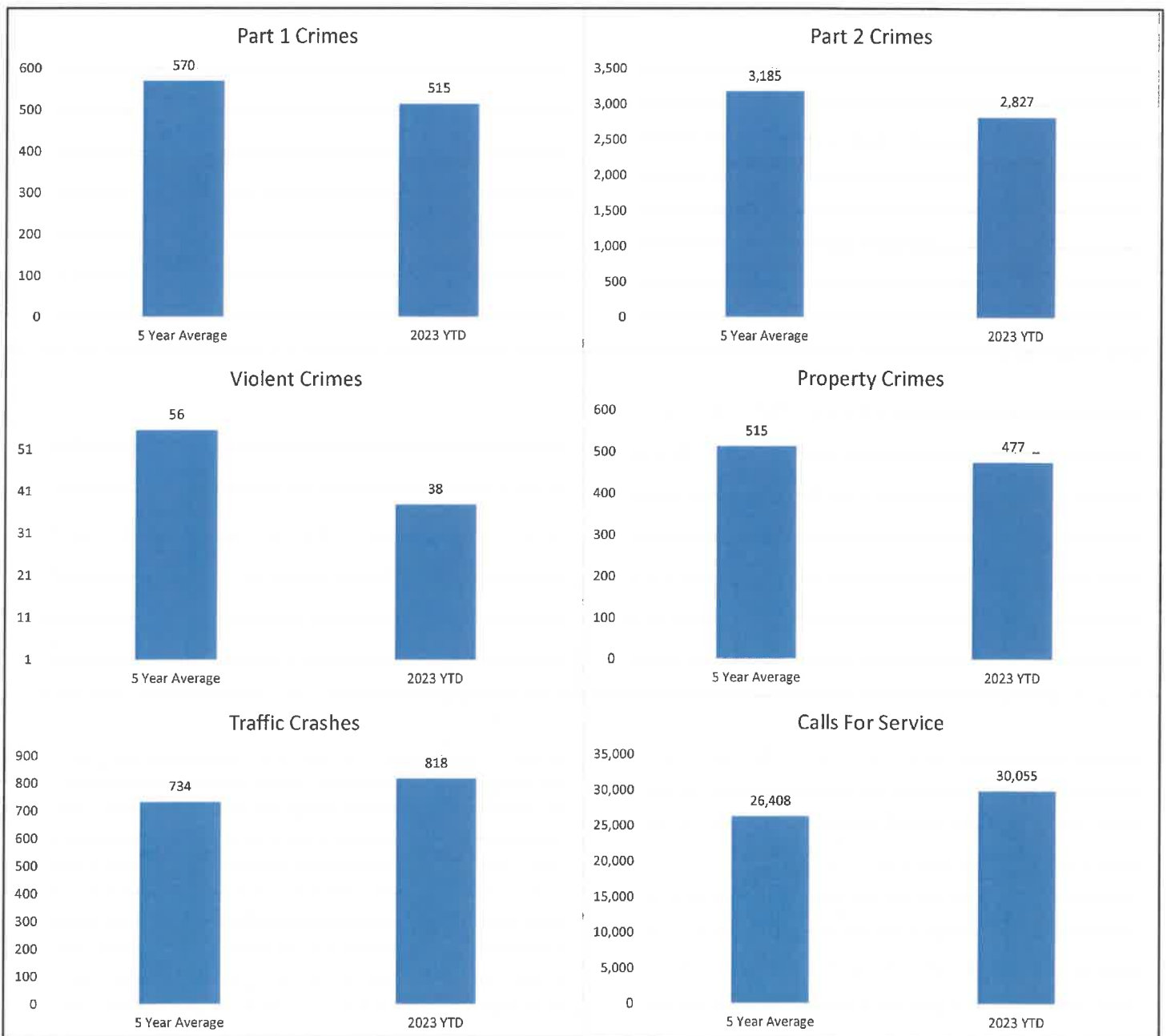
\_\_\_\_\_  
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 22, 2023**

**Summary of Data and Crime Statistics for July 2023**

**General**

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 9.71% lower than the five-year average. Part 2 crimes have decreased by approximately 11.2% during the same time. Property crimes show a decrease of approximately 7.3% from the five-year average. Violent crimes show a decrease of approximately 31.7% when compared to the five-year average. Traffic crashes are approximately 11.5% higher than the five-year average. Calls for service show an increase of approximately 13.8% during the same time.





**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 22, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023

July 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	643	506	517	523	515	
Homicides	1	0	1	1	0	
Rape	12	5	9	8	14	
Robbery	2	12	2	11	6	
Aggravated Assault	42	38	47	36	18	
<b>Violent Crime Totals</b>	<b>57</b>	<b>55</b>	<b>59</b>	<b>56</b>	<b>38</b>	
Burglary	59	54	59	45	26	
Larceny-Theft	496	357	328	378	424	
Motor Vehicle Theft	31	39	70	39	26	
Arson	0	1	1	5	1	
<b>Property Crime Totals</b>	<b>586</b>	<b>451</b>	<b>458</b>	<b>467</b>	<b>477</b>	
Violent Crime Clearance	82%	58%	71%	63%	66%	
Property Crime Clearance	48%	30%	42%	47%	57%	
Part I Arrests	268	150	164	184	207	
Citations	7,610	7,068	6,014	6,984	10,673	
Calls for Service	25,900	28,968	23,633	22,932	30,055	
Traffic Crashes	804	646	790	787	818	

**Analysis**

In the year to date 2023 there have been 515 Part 1 crimes reported, compared to 523 in 2022. Traffic crashes have increased approximately 3.9% from 2022. Calls for service have increased by approximately 31.1% from 2022.

There have been 38 violent crimes reported 2023 YTD compared to 56 reported violent crimes 2022 YTD. There have been 18 aggravated assaults reported in 2023 compared to 36 in 2022. Year to date property crimes have shown an increase of approximately 2.1% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 7.3% lower than the average of 515. Violent crime numbers are approximately 31.7% lower than the five-year average of 56.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 22, 2023**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	7/23	7/22	YTD	YTD	7/23	7/22	YTD	YTD	7/23	7/22	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	0	1	0	0	0	0	0	0	0	1
Rape	2	1	14	8	0	1	2	5	0	0	2	2
Robbery	1	1	6	11	2	0	8	14	2	0	8	14
Aggravated Assault	1	6	18	36	3	5	15	16	2	5	13	14
Burglary	5	5	26	45	8	8	20	19	7	8	12	12
Larceny - Theft	50	54	424	378	26	25	239	189	20	17	168	136
Motor Vehicle Theft	2	6	26	39	0	1	10	11	0	0	3	4
Arson	0	5	1	5	0	1	1	1	0	1	1	1
<b>PART I SUBTOTAL</b>	<b>61</b>	<b>78</b>	<b>515</b>	<b>523</b>	<b>39</b>	<b>41</b>	<b>295</b>	<b>255</b>	<b>31</b>	<b>31</b>	<b>207</b>	<b>184</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	24	31	187	204	19	31	163	172	14	22	101	112
Forgery/Counterfeiting	6	8	46	46	1	0	23	13	1	0	18	10
Fraud	12	13	126	100	5	3	29	20	4	1	23	12
Embezzlement	0	0	0	0	0	0	1	0	0	0	0	0
Stolen Property	4	0	8	8	9	0	12	4	9	0	12	4
Vandalism	21	26	148	142	7	9	51	48	6	7	35	31
Weapons Violations	6	3	27	27	5	3	31	25	5	3	31	25
Commercial Sex	0	1	0	2	0	1	0	1	0	0	0	0
Other Sex Offenses	1	2	29	27	1	2	16	15	0	2	6	5
Drug Sales	4	5	23	39	2	7	19	36	2	7	19	31
Drug Possession	18	16	125	154	14	10	104	116	12	8	79	94
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	3	3	29	25	4	0	22	17	4	0	18	14
Liquor Violations	8	5	39	50	8	5	35	44	8	4	35	43
Drunkenness	7	11	45	61	9	10	49	55	9	10	49	55
Other Disorderly Conduct	9	15	87	84	5	16	96	74	4	12	77	55
Curfew Violations	3	0	9	4	2	0	9	2	1	0	6	2
All Other Offenses	326	199	1765	1465	287	205	2134	1717	267	193	1733	1565
DUI	33	17	134	120	32	22	133	123	32	22	101	123
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>485</b>	<b>355</b>	<b>2827</b>	<b>2558</b>	<b>410</b>	<b>324</b>	<b>2927</b>	<b>2482</b>	<b>378</b>	<b>291</b>	<b>2343</b>	<b>2181</b>
<b>PART I AND II TOTAL</b>	<b>546</b>	<b>433</b>	<b>3342</b>	<b>3081</b>	<b>449</b>	<b>365</b>	<b>3222</b>	<b>2737</b>	<b>409</b>	<b>322</b>	<b>2550</b>	<b>2365</b>

	2023		2022		Enforcement	2023		2022	
	7/23	7/22	YTD	YTD		7/23	7/22	YTD	YTD
Public Roadway	105	94	818	787	Citations	827	468	4,629	3,701
					Warnings	933	490	6,044	3,288
911 Calls	4,671	3,339	30,055	22,932	Totals	1,760	958	10,673	6,989

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 22, 2023**

**July 2023 Crash Statistics**

In July 2023 there were 105 non-private property crashes reported. Injury crashes and total injuries decreased compared to the previous month. Angle crashes were the most prevalent during July 2023. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor in injury crashes. Walnut Ave had the highest number of non-injury crashes. Chattanooga Rd had the highest number of injury crashes.

<b>July 2023 Crash Statistics</b>						
<b>Total Crashes</b>	<b>July 2023</b>	<b>June 2023</b>	<b>Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>Change</b>
	105	137	-23.4%	818	787	3.9%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	16	13	3	0	0	4
<b>Total Injuries</b>	23					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
2	4	12		24		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	14		0000 - 0559	5		
Tuesday	15		0600 - 0859	8		
Wednesday	16		0900 - 1059	10		
Thursday	19		1100 - 1359	24		
Friday	14		1400 - 1559	15		
Saturday	19		1600 - 1859	22		
Sunday	8		1900 - 2159	16		
			2200 - 2359	5		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	38		Following Too Closely	24		
Rear End	36		Failure to Yield	17		
Sideswipe - Same Direction	16		Changed Lanes Improperly	15		
Collision With Object	12		Distracted	12		
Head On	2		Improper Turn	7		
Sideswipe - Opposite Direction	1					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	21	20.0%	3	13.0%		
Chattanooga Rd	14	13.3%	5	21.7%		
Tibbs Rd	8	7.6%	0	0.0%		
Thornton Ave	8	7.6%	1	4.3%		
Glenwood Ave	6	5.7%	3	13.0%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
July 2023	Glenwood Ave, Walnut Ave		33	272		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 22, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR JULY 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 51.5% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds in our existing budget to accomplish our 2023 goals and meet the needs of the department.

Earlier this year, the finance committee awarded the Police Department capital improvement funding to purchase vehicles. Bids for unmarked, administrative vehicles have been solicited and opened. We have awarded the bid to Ford of Dalton for three unmarked, administrative vehicles and they will be ordered pending PSC approval. Total budgeted cost for these three vehicles is \$131,100. Bid solicitation for marked patrol vehicles will be posted within the next week.

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>321000 PD ADMINISTRATION</b>							
321000 511100 WAGES - REGULAR	477,000	0	477,000	264,435.76	.00	212,564.24	55.4%
321000 511300 WAGES - OVERTIME	1,700	0	1,700	27.82	.00	1,672.18	1.6%
321000 512100 GROUP INSURANCE	38,780	0	38,780	15,448.38	.00	23,331.62	39.8%
321000 512200 FICA & MEDICARE	37,000	0	37,000	20,684.61	.00	16,315.39	55.9%
321000 512401 RETIREMENT DCP	14,940	0	14,940	8,215.01	.00	6,724.99	55.0%
321000 512402 RETIREMENT DBP	40,250	0	40,250	23,116.33	.00	17,133.67	57.4%
321000 512403 RETIREMENT STATE	1,200	0	1,200	700.00	.00	500.00	58.3%
321000 512700 WORKERS COMPENSAT	10,100	0	10,100	5,892.50	.00	4,207.50	58.3%
321000 512900 OTHER EMPLOYEE BE	3,750	0	3,750	1,648.81	.00	2,101.19	44.0%
321000 512915 CLEANING ALLOWANC	1,800	0	1,800	427.50	.00	1,372.50	23.8%
321000 512916 CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
321000 521210 PROFESSIONAL - LE	20,000	0	20,000	3,735.00	.00	16,265.00	18.7%
321000 521300 TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	.0%
321000 522220 EQUIPMENT MAINT &	5,000	0	5,000	2,621.31	.00	2,378.69	52.4%
321000 522230 VEHICLE REPAIRS &	4,000	0	4,000	951.59	233.78	2,814.63	29.6%
321000 522320 RENTAL - EQUIPMEN	9,000	0	9,000	3,114.40	109.80	5,775.80	35.8%
321000 523100 INSURANCE COMMERC	118,000	23,835	141,835	141,833.00	.00	2.00	100.0%
321000 523200 COMMUNICATIONS	50,000	0	50,000	27,443.50	.00	22,556.50	54.9%
321000 523210 POSTAGE	3,500	0	3,500	682.69	.00	2,817.31	19.5%
321000 523400 PRINTING & BINDIN	3,000	0	3,000	1,795.10	.00	1,204.90	59.8%
321000 523500 TRAVEL	9,000	0	9,000	7,648.97	683.00	668.03	92.6%
321000 523600 DUES & FEES	4,000	0	4,000	1,280.37	.00	2,719.63	32.0%
321000 523630 RADIO SUBSCRIBER F	27,000	0	27,000	23,155.20	.00	3,844.80	85.8%
321000 523700 TRAINING & EDUCAT	7,500	0	7,500	4,552.00	.00	2,948.00	60.7%
321000 523850 CONTRACT LABOR	5,400	17,000	22,400	8,907.57	.00	13,492.43	39.8%
321000 523920 SOFTWARE LICENSES	177,900	0	177,900	106,095.92	4,300.00	67,504.08	62.1%
321000 531100 SUPPLIES - GENERA	800	0	800	153.20	.00	646.80	19.2%
321000 531110 SUPPLIES - OFFICE	2,000	0	2,000	25.99	.00	1,974.01	1.3%
321000 531250 OIL	1,000	0	1,000	.00	.00	1,000.00	.0%
321000 531270 GASOLINE	6,000	0	6,000	3,650.44	.00	2,349.56	60.8%
321000 531300 MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
321000 531600 SMALL EQUIPMENT <	1,400	0	1,400	1,400.00	.00	.00	100.0%
321000 531700 OTHER SUPPLIES	2,000	0	2,000	546.59	.00	1,453.41	27.3%
<b>TOTAL PD ADMINISTRATION</b>	<b>1,090,820</b>	<b>40,835</b>	<b>1,131,655</b>	<b>681,089.56</b>	<b>5,326.58</b>	<b>445,238.86</b>	<b>60.7%</b>

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322100 PD CRIMINAL INVESTIGATION DIV</b>								
322100 511100	WAGES - REGULAR	1,092,350	0	1,092,350	572,866.35	.00	519,483.65	52.4%
322100 511300	WAGES - OVERTIME	48,700	0	48,700	3,628.94	.00	45,071.06	7.5%
322100 512100	GROUP INSURANCE	212,400	0	212,400	107,818.72	.00	104,581.28	50.8%
322100 512200	FICA & MEDICARE	87,300	0	87,300	43,289.80	.00	44,010.20	49.6%
322100 512401	RETIREMENT DCP	78,500	0	78,500	33,859.34	.00	44,640.66	43.1%
322100 512402	RETIREMENT DBP	44,500	0	44,500	31,931.19	.00	12,568.81	71.8%
322100 512403	RETIREMENT STATE	4,500	0	4,500	2,400.00	.00	2,100.00	53.3%
322100 512700	WORKERS COMPENSAT	28,680	0	28,680	16,730.00	.00	11,950.00	58.3%
322100 512900	OTHER EMPLOYEE BE	6,800	0	6,800	3,553.64	.00	3,246.36	52.3%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	1,950.25	.00	2,049.75	48.8%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	4,143.00	.00	4,857.00	46.0%
322100 522220	EQUIPMENT MAINT &	3,500	0	3,500	386.21	.00	3,113.79	11.0%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	3,608.40	.00	3,391.60	51.5%
322100 523500	TRAVEL	14,400	0	14,400	10,841.13	840.00	2,718.87	81.1%
322100 523600	DUES & FEES	5,500	0	5,500	353.00	.00	5,147.00	6.4%
322100 523700	TRAINING & EDUCAT	14,400	0	14,400	11,477.00	.00	2,923.00	79.7%
322100 523900	PEPT OTHER PURCHAS	25,000	0	25,000	.00	.00	25,000.00	.0%
322100 531100	SUPPLIES - GENERA	3,500	0	3,500	1,206.63	9.08	2,284.29	34.7%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	1,453.63	.00	2,546.37	36.3%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	18,500	0	18,500	10,126.97	.00	8,373.03	54.7%
322100 531300	MEALS - FOOD	700	0	700	.00	.00	700.00	.0%
322100 531600	SMALL EQUIPMENT <	0	300	300	126.48	.00	173.52	42.2%
322100 531700	OTHER SUPPLIES	5,000	-300	4,700	1,758.94	.00	2,941.06	37.4%
322100 542400	COMPUTERS & COMPU	14,400	0	14,400	14,400.00	.00	.00	100.0%
<b>TOTAL PD CRIMINAL INVESTIGATION DIV</b>		<b>1,736,030</b>	<b>0</b>	<b>1,736,030</b>	<b>877,909.62</b>	<b>849.08</b>	<b>857,271.30</b>	<b>50.6%</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>522300 PD PATROL</b>							
322300 511100 WAGES - REGULAR	3,980,700	-17,000	3,963,700	1,986,678.04	.00	1,977,021.96	50.1%
322300 511300 WAGES - OVERTIME	67,800	0	67,800	36,004.32	.00	31,795.68	53.1%
322300 512100 GROUP INSURANCE	611,670	0	611,670	328,468.54	.00	283,201.46	53.7%
322300 512200 FICA & MEDICARE	309,750	0	309,750	152,874.00	.00	156,876.00	49.4%
322300 512401 RETIREMENT DCP	352,600	0	352,600	175,503.12	.00	177,096.88	49.8%
322300 512402 RETIREMENT DBP	60,800	0	60,800	23,836.68	.00	36,963.32	39.2%
322300 512403 RETIREMENT STATE	21,500	0	21,500	9,700.00	.00	11,800.00	45.1%
322300 512700 WORKERS COMPENSAT	121,380	0	121,380	70,805.00	.00	50,575.00	58.3%
322300 512900 OTHER EMPLOYEE BE	25,400	0	25,400	12,752.46	.00	12,647.54	50.2%
322300 512915 CLEANING ALLOWANC	10,000	0	10,000	4,262.75	.00	5,737.25	42.6%
322300 522220 EQUIPMENT MAINT &	11,500	0	11,500	9,467.94	.00	2,032.06	82.3%
322300 522230 VEHICLE REPAIRS &	48,000	12,400	60,400	44,251.93	3,461.34	12,686.73	79.0%
322300 522230 SHOP VEHICLE EXP -	128,000	-15,000	113,000	62,729.11	.00	50,270.89	55.5%
322300 523500 TRAVEL	64,500	0	64,500	41,274.57	1,840.00	21,385.43	66.8%
322300 523600 DUES & FEES	3,800	0	3,800	465.00	.00	3,335.00	12.2%
322300 523700 TRAINING & EDUCAT	44,000	0	44,000	16,150.22	.00	27,849.78	36.7%
322300 531100 SUPPLIES - GENERA	5,500	0	5,500	2,703.75	.00	2,796.25	49.2%
322300 531110 SUPPLIES - OFFICE	3,000	0	3,000	525.38	.00	2,474.62	17.5%
322300 531120 UNIFORMS	64,000	0	64,000	9,495.81	.00	54,504.19	14.8%
322300 531250 OIL	3,000	0	3,000	45.79	.00	2,954.21	1.5%
322300 531270 GASOLINE	175,000	0	175,000	99,858.86	.00	75,141.14	57.1%
322300 531300 MEALS - FOOD	2,000	0	2,000	84.01	.00	1,915.99	4.2%
322300 531600 SMALL EQUIPMENT <	35,295	0	35,295	25,097.04	.00	10,197.96	71.1%
322300 531700 OTHER SUPPLIES	5,000	0	5,000	1,411.97	.00	3,588.03	28.2%
TOTAL PD PATROL	6,154,195	-19,600	6,134,595	3,114,446.29	5,301.34	3,014,847.37	50.9%



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322400 PD SUPPORT SERVICES</b>								
322400	511100	687,750	0	687,750	372,000.69	.00	315,749.31	54.1%
322400	511200	12,000	0	12,000	.00	.00	12,000.00	0%
322400	511300	11,375	0	11,375	1,514.15	.00	9,860.85	13.3%
322400	512100	162,720	0	162,720	73,862.32	.00	88,857.68	45.4%
322400	512200	54,400	0	54,400	27,804.05	.00	26,595.95	51.1%
322400	512401	40,300	0	40,300	19,322.60	.00	20,977.40	47.9%
322400	512402	37,000	0	37,000	20,447.68	.00	16,552.32	55.3%
322400	512403	1,200	0	1,200	725.00	.00	475.00	60.4%
322400	512700	21,840	0	21,840	12,740.00	.00	9,100.00	58.3%
322400	512900	4,200	0	4,200	2,230.15	.00	1,969.85	53.1%
322400	512915	2,400	0	2,400	119.25	.00	2,280.75	5.0%
322400	512916	600	0	600	300.00	.00	300.00	50.0%
322400	521300	18,500	0	18,500	2,861.75	.00	15,638.25	15.5%
322400	522140	13,500	0	13,500	5,678.25	.00	7,821.75	42.1%
322400	522210	40,000	0	40,000	12,411.63	.00	27,588.37	31.0%
322400	522230	3,000	0	3,000	702.10	.00	2,297.90	23.4%
322400	523500	21,000	0	21,000	2,316.94	.00	18,683.06	11.0%
322400	523600	2,700	0	2,700	744.92	.00	1,955.08	27.6%
322400	523620	450	0	450	249.35	.00	200.65	55.4%
322400	523700	21,000	0	21,000	15,993.59	.00	5,006.41	76.2%
322400	531100	3,500	0	3,500	1,550.62	.00	1,949.38	44.5%
322400	531110	3,200	0	3,200	842.97	.00	2,357.03	26.3%
322400	531120	4,000	0	4,000	633.35	.00	3,366.65	15.8%
322400	531150	2,500	0	2,500	.00	.00	2,500.00	0%
322400	531155	28,000	0	28,000	4,603.16	.00	23,396.84	16.4%
322400	531200	62,500	0	62,500	28,212.03	.00	34,287.97	45.1%
322400	531250	300	0	300	.00	.00	300.00	0%
322400	531270	8,000	0	8,000	4,583.91	.00	3,416.09	57.3%
322400	531300	500	0	500	441.19	.00	58.81	88.2%
322400	531700	14,000	0	14,000	201.28	107.74	13,690.98	2.2%
<b>TOTAL PD SUPPORT SERVICES</b>					<b>613,092.93</b>	<b>107.74</b>	<b>669,234.33</b>	<b>47.8%</b>
<b>TOTAL PD SUPPORT SERVICES</b>					<b>1,282,435</b>	<b>107.74</b>	<b>669,234.33</b>	<b>47.8%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322600 CUSTODY OF PRISONERS</b>							
322600 523900 OTHER PURCHASED S	105,000	-8,835	96,165	43,311.86	.00	52,853.14	45.0%
TOTAL CUSTODY OF PRISONERS	105,000	-8,835	96,165	43,311.86	.00	52,853.14	45.0%
TOTAL GENERAL FUND - OPERATING	10,368,480	12,400	10,380,880	5,329,850.26	11,584.74	5,039,445.00	51.5%
TOTAL EXPENSES	10,368,480	12,400	10,380,880	5,329,850.26	11,584.74	5,039,445.00	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	12,400	10,380,880	5,329,850.26	11,584.74	5,039,445.00	51.5%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>210001 REVENUES</b>								
210001 351320	STATE CASH CONFISC	-50,000	0	-50,000	-22,238.90	.00	-27,761.10	44.5%*
210001 361400	JUSTI INTEREST JUS	0	0	0	-118.32	.00	118.32	100.0%
210001 361400	STATE INTEREST INC	-250	0	-250	-2,190.71	.00	1,940.71	876.3%
210001 361400	TREAS INTEREST TRE	-50	0	-50	-353.85	.00	303.85	707.7%
210001 392100	STATE SALE OF ASSE	-6,000	0	-6,000	-11,166.36	.00	5,166.36	186.1%
<b>TOTAL REVENUES</b>		<b>-56,300</b>	<b>0</b>	<b>-56,300</b>	<b>-36,068.14</b>	<b>.00</b>	<b>-20,231.86</b>	<b>64.1%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>210415 EXPENDITURES</b>								
210415 521100	STATE OFFICIAL/ADM	4,500	0	4,500	3,556.99	.00	943.01	79.0%
210415 523200	STATE COMMUNICATIO	23,000	0	23,000	9,671.15	.00	13,328.85	42.0%
210415 523300	STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600	STATE DUES & FEES	0	0	0	1,240.69	.00	-1,240.69	100.0%*
210415 523700	STATE TRAINING & E	15,000	0	15,000	4,595.00	.00	10,405.00	30.6%
210415 531600	STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415 531600	TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700	STATE OTHER SUPPLI	500	0	500	286.00	.00	214.00	57.2%
TOTAL EXPENDITURES		65,600	0	65,600	19,349.83	.00	46,250.17	29.5%
TOTAL CONFISCATED ASSETS		9,300	0	9,300	-16,718.31	.00	26,018.31	-179.8%
TOTAL REVENUES		-56,300	0	-56,300	-36,068.14	.00	-20,231.86	
TOTAL EXPENSES		65,600	0	65,600	19,349.83	.00	46,250.17	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 07

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	-16,718.31	.00	26,018.31	-179.8%

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



YEAR-TO-DATE BUDGET REPORT

FOR 2023 07		ACCOUNTS FOR:	ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJSTMTS	BUDGET	BUDGET			BUDGET	USE/COL
<b>370001 REVENUES</b>									
370001	361400	INTEREST INCOME	0	-36,095	-36,095	-47,706.53	.00	11,611.53	132.2%
		TOTAL REVENUES	0	-36,095	-36,095	-47,706.53	.00	11,611.53	132.2%





YEAR-TO-DATE BUDGET REPORT

FOR 2023 '07

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370002</b>	<b>OTHER FINANCING SOURCES</b>							
370002 391000	0361 TRANSFERS IN	0	-1,425,000	-1,425,000	-1,425,000.00	.00	.00	100.0%
370002 391000	GF TRANSFERS IN	0	-5,181,000	-5,181,000	-5,176,000.00	.00	-5,000.00	99.9%*
370002 392100	SALE OF ASSETS (G	0	-21,700	-21,700	-21,676.90	.00	-23.10	99.9%*
	<b>TOTAL OTHER FINANCING SOURCES</b>	0	-6,627,700	-6,627,700	-6,622,676.90	.00	-5,023.10	99.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023\_07

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370005 EXPENDITURES</b>								
370005 522210 350 FACILITY REPAIR		0	219,092	219,092	219,092.46	.00	.00	100.0%
370005 522210 610 FACILITY REPAIR		0	240,758	240,758	.00	127,646.23	113,111.96	53.0%
370005 522240 420 SITE R&M 2024		0	1,200,000	1,200,000	.00	.00	1,200,000.00	.0%
370005 522240 610 SITE REPAIRS &		0	513,000	513,000	.00	.00	513,000.00	.0%
370005 523600 DUES & FEES		0	7,500	7,500	2,569.15	.00	4,930.85	34.3%
370005 531600 610 SMALL EQUIPMEN		0	7,323	7,323	.00	323.42	.00	100.0%
370005 541100 132 SITES		0	1,500,000	1,500,000	.00	.00	1,500,000.00	.0%
370005 541200 610 SITE IMPROVEME		0	1,203,426	1,203,426	1,203,426.00	.00	.00	100.0%
370005 541300 132 BUILDINGS & BU		0	1,500,000	1,500,000	.00	.00	1,500,000.00	.0%
370005 541300 350 BUILDINGS & BU		0	65,000	65,000	.00	.00	65,000.00	.0%
370005 541300 610 BUILDINGS & BU		0	349,360	349,360	.00	349,359.73	.00	100.0%
370005 541400 132 INFRASTRUCTURE		0	371,725	371,725	151,404.56	.00	220,320.44	40.7%
370005 542100 420 MACHINERY		0	1,986,583	1,986,583	513,456.00	922,491.00	550,636.00	72.3%
370005 542100 610 MACHINERY		0	63,000	63,000	.00	63,000.00	.00	100.0%
370005 542200 320 VEHICLES		0	512,700	512,700	.00	.00	512,700.00	.0%
370005 542200 350 VEHICLES FD		0	65,105	65,105	63,043.17	.00	2,061.83	96.8%
370005 542200 420 VEHICLES		0	180,000	180,000	.00	.00	180,000.00	.0%
370005 542200 610 VEHICLES		0	97,624	97,624	44,624.00	.00	53,000.00	45.7%
370005 542400 153 COMPUTERS & CO		0	222,023	222,023	22,63	.00	222,000.00	.0%
370005 542500 132 OTHER EQUIPMEN		0	6,070	6,070	6,069.91	.00	.00	100.0%
370005 542500 153 OTHER EQUIPMEN		0	62,000	62,000	.00	.00	62,000.00	.0%
370005 542500 154 OTHER EQUIPMEN		0	69,409	69,409	69,408.77	.00	.00	100.0%
370005 542500 320 OTHER EQUIPMEN		0	98,000	98,000	.00	.00	98,000.00	.0%
370005 542500 350 OTHER EQUIPMEN		0	31,000	31,000	.00	.00	31,000.00	.0%
TOTAL EXPENDITURES		0	10,563,698	10,563,698	2,273,116.65	1,462,820.38	6,827,761.08	35.4%
TOTAL CAPITAL ACQUISITION FUND		0	3,899,903	3,899,903	-4,397,266.78	1,462,820.38	6,834,349.51	-75.2%
TOTAL REVENUES		0	-6,663,795	-6,663,795	-6,670,383.43	.00	6,588.43	
TOTAL EXPENSES		0	10,563,698	10,563,698	2,273,116.65	1,462,820.38	6,827,761.08	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 07

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	3,899,903	3,899,903	-4,397,266.78	1,462,820.38	6,834,349.51	-75.2%

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



**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	167,927.96
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,280.33
1/31/2023		Interest Credit	388.79		166,050.33
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,439.12
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,231.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,149.62
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,083.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.02
2/27/2023		Cadwell Seizure	666.00		166,001.11
2/27/2023		Faulkenberry Seizure	2,075.00		166,667.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,742.11
2/27/2023	PO 21230007	AT&T Dec 29 - Jan 28 Cell Phones		1,645.22	168,686.11
2/28/2023		Interest Credit	280.28		167,040.89
3/31/2023		Interest Credit	312.64		167,321.17
4/4/2023	PO 21230008	AT&T Jan 29 - Feb 28 Cell Phones		1,606.11	167,633.81
4/4/2023		GovDeals Sold - Ninja Blender & Cookware Set	180.00		166,027.70
4/4/2023		GovDeals Sold - Misc. Men's Clothing & Electric Toothbrushes	108.00		166,207.70
4/4/2023		GovDeals Sold - Kitchen Aid Mixer	259.87		166,315.70
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	75.37		166,575.57
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	72.37		166,650.94
4/4/2023		GovDeals Sold - Folding Wagon, Metal Trash Can & Outdoor Speaker	70.12		166,723.31
4/4/2023		GovDeals Sold - Twin Size Air Mattress & Full/Queen Size Comforter Set	56.25		166,793.43
4/4/2023		GovDeals Sold - Air Force 1 Women's Shoes	78.75		166,849.68
4/4/2023					166,928.43

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
4/4/2023		GovDeals Fees for Items Sold		100.07	166,828.36
4/10/2023	PO 21230009	AT&T Mar 1 - Mar 28 Cell Phones		1,606.11	165,222.25
4/28/2023		Interest Credit	279.86		165,502.11
5/2/2023		GovDeals Sold - 2007 Toyota Camry Hybrid	2,840.62		168,342.73
5/3/2023		GovDeals Sold - 2009 Infiniti G37S	7,425.01		175,767.74
5/8/2023		Nunez Seizure	596.00		176,363.74
5/19/2023	PO 21230010	AT&T Mar 29 - Apr 28 Cell Phones		1,604.57	174,759.17
5/19/2023	PO 21230011	WCOS - Daniel Seizure Share		1,568.03	173,191.14
5/19/2023	PO 21230012	DA's Office - Daniel Seizure Court Costs		357.56	172,833.58
5/19/2023	PO 21230013	Clerk's Office Daniel Seizure Court Costs		82.00	172,751.58
5/19/2023	PO 21230014	DA's Office - Borrego Vehicle Sold Portion		742.50	172,009.08
5/19/2023	PO 21230015	DA's Office - Nunez Seizure Court Costs		59.60	171,949.48
5/19/2023	PO 21230016	Clerk's Office - Nunez Seizure Court Costs		82.00	171,867.48
5/19/2023	PO 21230017	WCOS - Nunez Seizure Share		227.20	171,640.28
5/19/2023		GovDeals Fees for Items Sold		1,140.62	170,499.66
5/31/2023		Interest Credit	343.57		170,843.23
6/14/2023	PO 21230018	AT&T Apr 29 - May 28 Cell Phones		1,604.57	169,238.66
6/27/2023		Landaverde Seizure	18,901.90		188,140.56
6/27/2023	PO 21230019	CALEA Annual Continuation Fee		4,595.00	183,545.56
6/30/2023		Interest Credit	310.73		183,856.29
7/13/2023	PO 21230020	AT&T May 29 - Jun 28 Cell Phones		1,604.57	182,251.72
7/31/2023		Interest Credit	341.70		182,593.42







To: Public Safety Commission  
From: Chief Cliff Cason  
Date: August 16, 2023  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>2.3</b>	1	<b><u>Planning and Research</u></b> Updated Revision and Re-evaluation dates, Removed reference to CALEA Standard 15.2.2
<b>2.6</b>	1 4	<b><u>Written Directive System</u></b> Updated Revision and Re-evaluation dates Section III – Rewording (E)
<b>2.13</b>	1 2 3	<b><u>Civil Litigation</u></b> Updated Revision and Re-evaluation dates, Removed reference to CALEA Standard 11.3.4 Section III – Remove language (B)(2)(a) Section III – Rewording (D)
<b>3.1</b>	1 6	<b><u>Selection</u></b> Updated Revision and Re-evaluation dates Section V – Rewording (B)(4)
<b>3.13</b>	1	<b><u>Chaplain Program</u></b> Updated Revision and Re-evaluation dates
<b>3.17</b>	1	<b><u>Performance Evaluations</u></b> Updated Revision and Re-evaluation dates
<b>6.10</b>	1 3	<b><u>Naloxone Narcan</u></b> Updated Revision and Re-evaluation dates Section III – Removed language (C)
<b>7.11</b>	1	<b><u>Confidential Informants</u></b> Updated Revision and Re-evaluation dates

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>April 24, 2012</b>	<i>Number</i> <b>GO91-2.3</b>
<i>Subject</i> <b>Planning and Research</b>		
<i>Reference</i> <b>CALEA Standards – 15.1.1, 15.1.2, 15.2.1, <del>15.2.2</del>, 21.2.4</b>		<i>Revised</i> <b><del>July 27, 2021</del> August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b><del>July 2023</del> August 2025</b>	<i>No. Pages</i> <b>6</b>

I. **Policy**

It is the policy of the Dalton Police Department to obtain maximum input into the management of the Department through an effective planning and research function.

II. **Planning Function**

- A. Overall planning responsibility for the Department, including budgeting and strategic planning, shall be the duty of the Chief of Police.
- B. Members involved in any planning function shall have direct access to the Chief of Police, as well as feedback from the Chief of Police on their recommendations. Planning shall be generally done in conjunction with the budget preparation process; however, special assignments may be made by the Chief of Police as needed.
- C. Although all employees may be involved in the planning function, the following specific planning responsibilities are assigned to the following functions:
  - 1. Support Services Division Commander – Responsible for the planning of inventory control, form development, facility management and security, property and evidence function, records management, information technology, training, budgeting, and strategic plan implementation.
  - 2. Criminal Investigations Division Commander – Responsible for the planning of Departmental criminal investigations, to include narcotics and gang-related criminal investigations, investigative techniques, strategic plan implementation, budgeting, and intelligence analysis.
  - 3. Patrol Division Commander – Responsible for the planning of Departmental patrol and manpower allocation, planning of equipment and uniforms, strategic and district plan implementation, budgeting, community involvement, and crime prevention.

4. Administration Division Commander – Responsible for the activities directly associated with the Administrative Division, including planning and research, purchasing, and accreditation.

III. **Research Function**

- A. Overall research responsibility for the Department shall be the duty of the Chief of Police.
- B. Members involved in any research function shall have direct access to the Chief of Police, as well as feedback from the Chief of Police on their recommendations.
- C. Although all employees may be involved in the research function, the Administration Division Commander shall be designated as the Planning and Research Manager for the Department and have the primary responsibility to coordinate research efforts.

IV. **Goals and Objectives**

- A. At least annually, as part of the budget process, the Chief of Police shall request that each division develop goals and objectives that shall be reviewed and incorporated into the annual goals and objectives for the Department.
- B. Supervisors shall conduct staff meetings to solicit input from members of the division in developing their goals and objectives.
- C. Once compiled, the goals and objectives shall be made available to all personnel on a Department-approved publishing venue.
- D. Documentation shall be kept to help determine progress made toward attaining division goals and objectives.
- E. At the Quarterly Combined Command Staff Meeting, each division shall present its progress toward meeting its annual goals and objectives.
- F. The Department shall establish a long-range, multi-year plan, which includes the following:
  1. Long-term goals and operational objectives
  2. Anticipated workload in relation to population trends
  3. Anticipated personnel levels
  4. Anticipated capital improvements and equipment needs
  5. Provisions for review and revisions, as needed

V. **Workload Assessment**

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- A. A workload assessment of all organizational components shall be conducted once every four (4) years and shall be coordinated by the Planning and Research Manager. These workload assessments shall be considered in the reassessment of allocation and distribution of Department personnel.
- B. The Chief of Police shall allocate personnel to each division, section, and unit, based on authorized staffing and data gained from the workload assessment.
- C. Each Division Commander shall assess the staffing level of each organizational component under his / her command to ensure that the allocation of personnel is providing the most effective and efficient utilization of available personnel.
- D. Factors to be considered in a workload assessment include, but are not limited to:
  - 1. The complexity of assigned tasks.
  - 2. Differences in the nature of assigned tasks.
  - 3. The location and / or time required for the completion of assigned tasks.
  - 4. Daily or hourly distribution of incidents.
- E. Patrol Function

The allocation of personnel to the Patrol function shall take into consideration an analysis of the following:

- 1. Time distribution of patrol activities
    - a. A breakdown of the basic activities of the Patrol Officer and how much time is spent on each activity.
    - b. Workload per shift (Number of incidents per shift / average time available to handle an incident).
  - 2. Availability and relief factors
    - a. The assessment of personnel shall take into consideration assigned work cycles / shifts.
    - b. The time lost through days off, holidays, and other leave, in comparison to the total time required for each Patrol assignment, shall be considered.
- F. Criminal Investigations Function

The allocation of personnel to the Criminal Investigations function shall take into consideration an analysis of the following:

- 1. Case load requirements

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- a. Caseloads for each Investigator.
  - b. The nature of cases to be investigated with regard to continued public safety, Department priorities, solvability factors, and other related issues.
  - c. The need for specialized training to effectively investigate specific crimes.
  - d. Specific trends in criminal activity, as may be identified through the crime analysis function.
2. Availability and relief factors
    - a. The assessment of personnel shall take into consideration assigned work cycles / shifts.
    - b. The time lost through days off, holidays, and other leave, in comparison to the total time required for each Criminal Investigations assignment shall be considered.
- G. Support Services Function
1. The allocation of personnel to the Support Services function shall take into consideration an analysis of the following:
    - a. Staffing levels required to support the Records Section.
    - b. Staffing levels required to support the Property and Evidence Section.
    - c. Staffing levels required to support the Training function.
    - d. Staffing levels required to support the Recruiting function.
  2. In each area, the assessment should examine specific duties, workload trends, service trends, staffing levels, and other related areas.
- H. Administrative Function
1. The allocation of personnel to the Administrative function shall take into consideration an analysis of the following:
    - a. Staffing levels required to support the Accreditation function.
    - b. Staffing levels required to support the Purchasing function.
    - c. Staffing levels required to support the Planning and Research function.

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2. In each area, the assessment should examine specific duties, workload trends, service trends, staffing levels, and other related areas.

I. Distribution of Personnel

1. The Chief of Police shall reassess the distribution of personnel in each division based on each workload assessment.
2. The Patrol Division Commander shall maintain a map of the City of Dalton that indicates each designated district and / or beat. The map shall be used when considering the distribution of Patrol personnel.
3. Patrol personnel are distributed in accordance with temporal and geographic distribution of incidents.
  - a. Proportional distribution should consider incidents, locations, and variance of workloads.
  - b. Distribution should be in accordance with temporal and geographic factors as they relate to calls for service and specific activity trends.
  - c. Shift periods shall be calculated as a percentage of the Patrol workload and considered in regards to the distribution of personnel.
  - d. The number of Officers per shift and per district shall be distributed as proportionally as possible based on the workload assessment.
4. The Patrol Division Commander shall annually reassess the distribution of Patrol personnel. Incidents by reporting areas (districts), as tabulated by the Intelligence Analyst, shall be used in the annual reassessment of the distribution of personnel.

J. Non-sworn Personnel

The workload assessment shall examine non-enforcement positions currently filled by sworn personnel to determine which, if any, may be reclassified as non-sworn positions.

K. Specialized Assignments

1. To effectively respond to the changing needs and demands of the community, the Department may create specialized assignments to address specific problems.
2. Specialized assignments shall be included in the workload assessment. This review shall determine the effectiveness of the position(s), needed staffing levels, and recommendations for improvements.

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*This policy supersedes any previous policies issued.*  
**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-2.6</b>
<i>Subject</i> <b>Written Directive System</b>		
<i>Reference</i> <b>CALEA Standards – 12.2.1, 12.2.2</b>		<i>Revised</i> <b>July 27, 2021 August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>July 2023 August 2025</b>	<i>No. Pages</i> <b>5</b>

I. **Policy**

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

II. **Definitions**

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

III. **Procedure**

- A. Assignment of Responsibility to Develop Written Directives
  - 1. The Administration Division Commander is designated as the Planning and Research Manager for the Department.
  - 2. Command staff members and other selected personnel shall be assigned the responsibility for developing specific written directives.

3. Command staff members and others, who take the initiative to develop or update a procedure or directive on their own, shall advise the Planning and Research Manager of their intentions prior to any substantial work being done. This will minimize the potential for duplication of efforts.
4. In the event that more than one employee is assigned to research and develop a written directive, a project leader for the effort shall be designated by the Chief of Police, and specific tasks shall be assigned to each person developing the directive.

**B. Research and Development**

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

**C. Preparing Preliminary Drafts of Written Directives**

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

**D. Review of Written Directives**

1. Once prepared, a proposed or revised written directive shall be submitted to the Planning and Research Manager or his / her designee.
2. The completed draft of the written directive or other procedure shall be reviewed by the Planning and Research Manager or his / her designee to ensure that:
  - a. The directive satisfies the requirements of the Department.

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- b. The directive does not contradict other Department directives.
  - c. The directive does not contradict applicable federal, state, or local laws.
  - d. The directive complies with applicable certification and accreditation standards.
3. Once the Planning and Research Manager reviews a written directive and confers with the developer on any required changes, the Planning and Research Manager or his / her designee shall forward a copy of the directive to the Chief of Police for review and consideration.
  4. After the Chief of Police has reviewed and made recommendations, the directive shall be returned to the Planning and Research Manager or his / her designee for final revisions.
  5. The Planning and Research Manager or his / her designee shall assign a number to each new written directive.
    - a. Directives shall consist of a prefix to indicate the directive type and the year it was issued (GO - General Order, PO - Personnel Order, SO - Special Order, 88 - 1988, 89 – 1989, etc.). The year shall be followed by a number, a period, and another number to indicate the chapter within the manual and the directive within the chapter, if applicable.

For example, "GO88-1.1" indicates the directive is a General Order issued in 1988, to be kept in the Employee Handbook, Chapter 1, and it is the first directive issued within that chapter.
    - b. Some directives do not need to be kept in a manual. An example would be a Special Order covering duty assignments for a parade. This might appear as SO88-23. "SO88" indicates the directive type and year issued, and "23" indicates it is the twenty-third Special Order issued in 1988.
  6. The Planning and Research Manager or his / her designee shall submit the final draft of the written directive to the Chief of Police.
  7. The Chief of Police may review the written directive with the command staff at an appropriate time.
  8. Before the written directive is approved by the Chief of Police, it shall be submitted to the Public Safety Commission and city attorney for approval.
  9. The Chief of Police has the authority to issue, modify, or approve written directives and has the discretion to bypass any of the aforementioned steps when deemed necessary.

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10. During the temporary absence of the Chief of Police, the authority to issue written directives shall follow the order of precedence of command authority as outlined in GO91-2.5, XI, A.
11. Unless otherwise stipulated, the date of review shall be every two (2) years or as directed by the Chief of Police.
12. The contents of a written directive may contain errors. If an error is detected, employees have the responsibility of contacting a Supervisor as soon as possible so that a correction or clarification can be made.

E. Dissemination of Written Directives

1. On the appropriate date, the Planning and Research Manager or his / her designee shall ~~distribute~~ update each of the designated division manuals with those printed directives that have passed final review. ~~to all members of the command staff and update each of the designated division manuals.~~ All ~~other~~ employees shall receive notification that the directives have been updated on the PowerDMS website.
2. The Planning and Research Manager or his / her designee shall arrange for electronic acknowledgment, indicating that all employees have reviewed the directive(s). Supervisors shall ensure that subordinate personnel have submitted electronic acknowledgment in PowerDMS within ten (10) working days of issuance.
3. Supervisors may choose to maintain a physical policy manual. All physical manuals shall be kept up-to-date with all current directives.
4. Directives shall be maintained in appropriate manuals kept in designated areas throughout the Police Services Center and in an electronic format, via the PowerDMS website.
5. The Planning and Research Manager shall ensure all revised or new directives are modified or added to the PowerDMS website. Any directives the Chief of Police deems no longer valid shall be purged from the PowerDMS website.
6. All employees and Officers shall regularly refer to Departmental policies and procedures.
7. Employees are responsible for reviewing all written directive updates and amendments that are issued throughout the year.

F. Exclusions

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

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

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>February 24, 2004</b>	<i>Number</i> <b>GO03-2.13</b>
<i>Subject</i> <b>Civil Litigation</b>		
<i>Reference</i> <b>CALEA Standards – 11.3.3, <del>11.3.4</del></b>		<i>Revised</i> <b><del>July 27, 2021</del> August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>July 2023 August 2025</b>	<i>No. Pages</i> <b>6</b>

## I. Policy

It is the policy of the Dalton Police Department to take proactive measures to limit the causes and impact of civil litigation filed against its Officers, Supervisors, and administration.

## II. Definitions

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

## III. Procedures

### A. General Guidelines

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

B. High-Risk Incidents

1. Any employee that becomes aware of an incident in which there may be a question as to the Department's liability or the potential for heightened community interest shall immediately notify the Chief of Police or his / her designee through his / her chain of command.
2. The following are some of the operational areas frequently involved in litigation against law enforcement agencies. Officers should be thoroughly familiar with, and use particular care to follow, Department policies and procedures guiding these operational areas:
  - a. Use of force ~~in response to resistance~~
  - b. Firearms and less-lethal weapons
  - c. Vehicular pursuits
  - d. Patrol driving and response
  - e. Domestic violence
  - f. Investigatory stops and arrest procedures
  - g. Searches
  - h. Motor vehicle stops and searches
  - i. Release or distribution of duty-related confidential information
  - j. Workplace harassment
  - k. Transportation of prisoners
  - l. Secondary employment and off-duty powers

C. Response to High-Risk Incidents

1. When responding to or on the scene of a high-risk incident, Officers shall:
  - a. Secure the scene and all evidence.
  - b. Record the names and addresses of all witnesses on the scene.
  - c. Obtain statements at the scene from all relevant sources.
  - d. Note all necessary information regarding the incident.
  - e. Request a Supervisor be dispatched to the scene if dictated by policy and procedure or if the Officer believes it is necessary to:

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- (1) Conduct an independent review of all relevant information prior to release of the scene.
    - (2) Review a search or arrest which may have been handled improperly.
  2. The Supervisor shall request the Crime Scene Investigator or other designated personnel to process crime scenes according to Departmental procedure.
  3. The documentation of critical information shall include:
    - a. Whether medical treatment was needed, requested, or received.
    - b. Observations regarding all suspects' general mental and physical health and presence of any specific health problems requiring special treatment.
    - c. Photographs of suspects and victims, to include any specific injuries.
- D. Post-Incident Procedures
1. All Officers involved in high-risk incidents shall fully document the incident to their Supervisor ~~before concluding their shift~~ in a timely manner. Supervisors shall review the reports, obtain necessary supplemental information, and forward reports to the Records Section, as soon as practical.
  2. Officers working or involved in the case must understand and adhere to the following:
    - a. An internal investigation does not necessarily imply misconduct.
    - b. Officers are not to discuss incidents with members of the news media, and shall follow procedures outlined in policy GO88-2.8, News Media / Public Information. Officers are not to discuss incidents with attorneys not associated with the Department or representing the Officer, unless approved by the Chief of Police or his / her designee or a court order.
- E. Responsibilities of the Professional Standards Unit

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

1. Notify all divisions and involved personnel to activate a litigation hold on all records, documents, and evidence related to the incident.
2. Develop litigation files for each case that include:

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

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

1. Immediately notify their immediate Supervisor and the Professional Standards Unit
2. Request representation from the Department's legal counsel or secure representation from a private attorney at his / her own expense, if desired
3. Maintain accurate and detailed reports

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4. Avoid making public statements concerning the litigation without prior approval of the Chief of Police or his / her designee
- G. Response to Subpoenas and Discovery Requests

Employees shall follow these guidelines regarding subpoenas in matters arising out of their official capacity:

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

The Chief of Police or his / her designee is responsible for authorizing or coordinating all statements pertaining to any incident or litigation involving the Department. The Chief of Police or his / her designee shall work with legal counsel to present fair and accurate media statements pertaining to testimony, legal issues,

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or other concerns arising from litigation or any other incident involving the Department. Employees asked to comment or talk with representatives of the news media shall, prior to such a meeting or discussion, secure permission from the Chief of Police.

I. Liability Protection

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

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO91-3.1</b>
<i>Subject</i> <b>Selection</b>		
<i>Reference</i> <b>CALEA Standards – 31.4.1, 31.4.2, 31.4.3, 31.4.6, 31.5.5, 34.1.2</b>		<i>Revised</i> <b>August 24, 2024 August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August 2023 August 2025</b>	<i>No. Pages</i> <b>13</b>

## I. Policy

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

## II. Definitions

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

**RESTRICTED LAW ENFORCEMENT DATA**

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

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

### III. **Procedures**

- A. The Support Services Division is responsible for the recruiting and selecting of personnel through an efficient, effective, and fair selection process, as governed by state and federal laws and Department policy, which includes the following:
1. Develop, distribute, and coordinate advertising for openings through various media, including but not limited to newspaper, internet, radio, social media, and career fairs.
  2. Schedule and conduct the testing of all applicants.
  3. For sworn candidates, conduct pre-academy and pre-field training program orientation for new employees in preparation for attendance of the police academy and the Field Training Officer Program.
  4. For non-sworn candidates, conduct orientation for new employees in preparation for position training.
  5. Secure all selection materials.
- B. All elements of the selection process for all personnel shall be administered, scored, evaluated, and interpreted in a uniform manner. The selection process used by the Department shall use only those rating criteria or minimum qualifications which are job-related and non-discriminatory. All evaluative aspects of the selection process shall be designed to measure only those behaviors, traits, and characteristics that are a significant part of the job and relevant to the position to be filled.

### IV. **Authority**

- A. The authority and responsibility for administering personnel selection for the Dalton Police Department is vested in the Chief of Police. Initial appointments shall be made in accordance with the Dalton City Charter.
- B. The Support Services Division shall manage all aspects of the selection process that are under the authority and control of the Chief of Police and the Department.
- C. The Support Services Division shall coordinate with the City of Dalton Human Resources Department those matters relating to applicant selection and recommendations for hiring procedures.
- D. The Department shall retain authority and responsibility in the selection process for the following:
1. Background investigations

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

V. **Legal Requirements**

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

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important to successful job performance. A test is then given that shall measure the degree to which the candidate possesses the required characteristics.

- (3) Content Validation: A component of the selection process is justified by showing that it measures a significant part of the job (e.g., a typing test for a Records Technician).
2. Utility shall be an assessment of the practical value of an element of the selection process, based upon consideration of validity, selection ratio, the number of candidates to be selected, and the nature of the job.
  3. Adverse impact shall be minimal in the selection process. Adverse impact shall be measured by comparing the selection ratio of each race, gender, and ethnic group with the group having the highest selection rate. This process can be accomplished by:
    - a. Dividing the number of persons selected from each group by the number of applicants from that group.
      - (1) An applicant is any person who has indicated an interest in being considered for employment by completing an application form.
      - (2) A person who voluntarily withdraws, either formally or informally, at any stage of the selection process is no longer an applicant for purposes of computing adverse impact.
    - b. Note which group has the highest selection rate.
    - c. Divide the selection rate for each group by the rate for the highest group.
    - d. If the selection rate for any group is less than eighty (80) percent of the selection rate for the highest group, then adverse impact may be indicated.
      - (1) There may be an explanation for this difference that stems from valid, nondiscriminatory reasons. The analysis should explore this possibility.
      - (2) The calculation should be based on a significantly large number of cases to be statistically significant.
      - (3) If adverse impact is indicated, an analysis of possible causes should be performed and remedies suggested. Steps shall be taken to alter whatever practices contribute to the adverse impact.
      - (4) All records and data used to monitor adverse impact shall be maintained in the Administration Division.

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4. Exceptions
  - a. If the applicant fails to meet the passing point on the written test, ~~the application is returned to the Human Resources Department~~ the applicant is eliminated from the selection process.
  - b. If the applicant's score is unacceptable on the psychological examination, ~~the application is returned to the Human Resources Department~~ the applicant is eliminated from the selection process.
  - c. If the applicant makes false statements at any time during the hiring process, ~~the application is returned to the Human Resources Department~~ the applicant is eliminated from the selection process.
- C. Written tests shall be documented as having validity, utility, and a minimum adverse impact.
  1. Any test used or relied upon by the Department, including those that are commercially developed, must be valid and nondiscriminatory.
  2. All cut-off scores, passing points, and / or numerical ratings used shall be documented as having validity, utility, and a minimum adverse impact.
- D. Outside organizations, such as commercial testing services, polygraph examiners, employment agencies, industrial psychologists, and personnel consultants and their products, services, and methods shall meet the professional and legal requirements of validity, utility, and minimum adverse impact.
- E. All test results, or any other means utilized to evaluate, rate, or score applicants for employment, shall be tabulated in a uniform manner.
- F. Operational elements of the selection process – time limits, oral instructions, practice problems, answer sheets, and scoring formulas – shall be clearly set forth and carried out identically for all candidates.
- G. Whenever Department personnel are used for oral interview or evaluation boards, practical exercises, or assessment labs in evaluating applicants for employment, a representative cross section of the Department's racial, gender, and ethnic makeup shall be used.
- H. Personnel selection staff shall meet the basic qualifications for the job being filled and be thoroughly trained in the content and use of selection procedures.
- I. Selection materials shall be stored under lock and key with only limited access of Department personnel.
- J. Selection materials, if disposed of, shall be shredded under monitored conditions.

#### VI. **Administrative Practices and Procedures**

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

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limited to, background information, results from medical examinations, and emotional stability and psychological fitness examinations.

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

VII. **Application**

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

VIII. **Application Review**

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

IX. **Physical Readiness Testing for Sworn Positions**

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

X. **Written Examination**

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

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

XI. **Oral Board Interview**

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

XII. **Background Investigation**

- A. A background investigation shall be conducted on each candidate, sworn and non-sworn, prior to appointment to probationary status. The background investigator shall notify the candidate that the background investigation has begun. The candidate should be told that it may be necessary for him / her to assist the investigator to obtain some documentation.
- B. Verification of the candidate's qualifying credentials shall include, but not be limited to:
  - 1. Educational achievement
    - a. A copy of the candidate's transcripts from all high schools, trade schools, colleges, and universities shall be obtained, if not already in the application package.
    - b. Interviews shall be conducted of the candidate's teachers, guidance counselors, and, if appropriate, athletic coaches from high school and other educational institutions.

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2. Employment

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

3. Age

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

4. Residence (Sworn Applicants Only)

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

5. References

Interviews shall be conducted with at least three (3) personal references provided by the candidate. This may include the candidate's neighbors, within the past five (5) years, and residence manager(s), if an apartment dwelling. In addition, the investigator should seek additional references to interview, including those provided by any listed personal references. Verification shall be made by personal interview, whenever possible, and shall be backed up by written notations.

6. Criminal Record Check

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

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- e. A check of the National Decertification Index shall be made for all sworn candidates.

7. Social Media

For all candidates, the background investigator shall conduct or have conducted a check of all popular social media platforms to ensure any profile belonging to the candidate or reference to the candidate does not contain any material that would bring discredit or adversely affect efficiency or integrity of the Department.

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

XIII. **Polygraph Examinations**

- A. Examinations and the evaluations of results for sworn and non-sworn candidates are conducted by examiners who possess professional training and credentials in the use and interpretation of polygraph results.
- B. In connection with pre-employment or applicant-type examinations, only areas of an applicant's background, which are demonstratively related to the applicant's suitability for employment with the inquiring agency, shall be covered during the interview and examination. Prior to the examination, the applicant shall be provided with a list of the areas from which the polygraph questions will be drawn. These areas include, but are not limited to:
  - 1. Falsification of application
  - 2. Past work history
  - 3. Past and / or present illegal drug usage or sales
  - 4. Criminal convictions
  - 5. Past and / or present thefts of money or merchandise
  - 6. Past and / or present involvement in criminal activity
  - 7. Driving history
- C. It is the responsibility of the examiner to ensure that all questions are answered on the background information booklets, that the examinee's signature is affixed to the question sheet, that every question to be asked has been reviewed, word for

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word, and that the examinee consents to each and every question to be asked.

- D. At the end of the examination, the examinee shall be asked to sign the chart for the purpose of identification of the charts.
- E. At the completion of the examination, the examiner shall forward a copy of the results and the applicant background information booklet to the Chief of Police or his / her designee.
- F. The acceptance or denial of employment status shall in no way be based solely upon the results of a polygraph examination. The totality of the circumstances, which include both pretest and post-test interviews, may be utilized in making and supporting employment decisions.

XIV. **Chief's Interview**

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

XV. **Medical Examination for Sworn Positions**

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

XVI. **Drug Screens**

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

XVII. **Academy Requirements**

Sworn candidates that are not already certified in Georgia are required to meet the following for acceptance into a Basic Law Enforcement Training Course:

- A. In accordance with Georgia Peace Officer Standards and Training Council rules, all non-certified sworn candidates are required to pass the Physical Agility Test prior to being accepted into a Basic Law Enforcement Training Course. Successful completion of this test is deemed a condition of the job offer made by the Chief of Police. This test is in addition to the physical readiness requirement of the selection process.
- B. In accordance with O.C.G.A. 35-8-8, each candidate for peace officer certification shall successfully complete a job-related academy entrance examination that is approved by the P.O.S.T. Council. If a candidate has attained a degree from an accredited college or university or has achieved a sufficient score on the Scholastic

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Aptitude Test (SAT) or American College Testing (ACT), he / she shall be deemed to have met this requirement.

XVIII. **Public Safety Commission**

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

XIX. **Probationary Periods**

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

*This policy supersedes any policies previously issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-3.13</b>
<i>Subject</i> <b>Chaplain Program</b>		
<i>Reference</i> <b>CALEA Standards – 22.1.4, 45.3.1, 45.3.2, 45.3.3</b>		<i>Revised</i> <del>August 24, 2024</del> <b>August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>August 2023</del> <b>August 2025</b>	<i>No. Pages</i> <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to provide a total police service program to meet the various needs of Department personnel. One of these needs is the Chaplain Program.

## II. Credentials

- A. Chaplains may or may not be duly sworn law enforcement officers, but they must have a strong faith in God and a great love for people, whom God created. A Chaplain must recognize that his / her daily living will be the criteria by which he / she is accepted or rejected by the Officer with whom he / she is working.
- B. Chaplains shall carry on their person proper identification issued by the Department and shall properly identify themselves in a manner becoming the ministry.
- C. The Chaplain Program falls under the command of the Patrol Division Commander.

## III. Authority

Chaplains are staff assistants to the Chief of Police. Chaplains are authorized to visit Officers and have access to all buildings and scenes where the presence of Officers indicates the requirement for or need of Chaplain services.

## IV. Nomination and Appointment

- A. The Chief of Police shall officially approve each Chaplain for service as a volunteer Chaplain for the Department.
- B. Chaplains so approved are representatives of their denomination but ecumenical in service. Their acceptability as law enforcement Chaplains is contingent upon their continuance in good standing within the religious organizations they represent.

- C. Chaplains not in good standing within the religious organizations they represent or deemed not suited to meet the needs of the Department shall be removed from the Chaplain Program.

V. **Duties**

The Chaplains' duties are listed in terms of service to law enforcement Officers, their families, the community, and their churches.

VI. **Duty in the Field**

- A. The Department shall authorize Chaplains to ride with Officers. This should be done frequently during the initial orientation of each Chaplain and be continued as an ongoing activity, at least once monthly, to keep the Chaplain in touch with pressures and problems that confront men and women on the street. This will also give Officers the opportunity to discuss situations when they have tried to help persons in crisis.
- B. Chaplains shall be available to support Officers with counseling or providing advice to persons involved in family crises or other stressful situations. In these cases, Chaplains shall not intervene unless requested to do so by the Officer.
- C. Chaplains shall be available to any Officer to assist in any crisis situation the Officer is involved. This may be as a consultant or assistant to the Officer who is actually conducting an investigation.
- D. Chaplains may be called to assist Officers when there is an accident involving serious injury and there is need to provide comfort to injured parties and / or their families.
- E. Chaplains shall counsel Officers in dealing with possible religious frauds that seek to take advantage of the community.

VII. **Duty to Personnel and Family**

- A. As specialists in the field of religious guidance, Chaplains shall be advisors to the Chief of Police in all matters pertaining to moral, spiritual, and religious welfare of Department personnel.
- B. Officers often feel the need for a neutral person in whom to confide more freely than they might with their Supervisors, fellow Officers, members of their families, or their clergy, especially in time of death, serious injury, or job-related crisis.
- C. Chaplains shall be available, as requested, to employees and their families in times of personal stress and / or crisis.
- D. Chaplains shall assist Department officials in making notification to families of Officers receiving serious injury or upon the death of an Officer.
- E. Chaplains shall visit sick and injured personnel at home or in the hospital.

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- F. Chaplains shall be available to make appointments or referrals for counseling with professionally accredited counseling services for employees involved in marital disputes and / or quarrels, as the situation dictates.

VIII. **Duty to Department Training and Operations**

- A. Chaplains shall serve in ceremonial functions consistent with their positions, funeral and memorial services where they represent the Department, and religious or civil ceremonies, such as academy graduations.
- B. Chaplains shall function in a religious role consistent with the tenets and practices of their faith. If the Chaplains cannot provide assistance, they will make every effort to provide for the required ministrations.
- C. Chaplains shall coordinate and plan religious services and / or religious educational programs for the Department.
- D. Chaplains shall make presentations during Recruit orientations. Presentation topics may include Department personnel and family orientation, personal stress management, family crisis intervention, or acquainting Recruits with the services of the Chaplain Program.
- E. Chaplains shall occasionally attend in-service training.
- F. Chaplains shall occasionally attend roll call sessions, even though they may or may not take an active part in them.
- G. Chaplains shall be on call and shall communicate the order and frequency of the call rotation to the Whitfield County 911 Center and to the Patrol Division Commander.
- H. Chaplains shall follow proper Departmental policies and procedures.
- I. Chaplains shall be familiar with communications procedures established by the Department and shall conform to them.
- J. Chaplains are subject to proper protocol procedures and discipline and shall report to the Incident Commander when arriving at the scene of an emergency.
- K. Chaplains shall make regular monthly reports of their activities and submit them to the Patrol Division Commander.
- L. Chaplains shall not release any information to the news media, insurance agencies, or attorneys regarding cases where they are involved. All information secured should be held in confidence and used only for the benefit of the person or Officer involved.
- M. The Chaplain shall not publicly criticize the action of any law enforcement Officer, Department official, fellow Chaplain, or Department policy or action. Any Chaplain having a grievance shall take follow the process as outlined in policy GO11-3.18, Grievance Procedures.

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IX. **Duty to the Church and Community**

- A. Chaplains shall act as liaisons between the local ministerial alliance or association and the Department.
- B. Chaplains shall maintain professional relationships with the clergy of the community at all times.
- C. Chaplains shall make referrals of persons in crisis to the clergy of his / her choice as soon as possible.
- D. Chaplains shall not usurp the position of pastor or clergy or act in an unethical way at any time.
- E. Because of his / her orientation in religion and psychology, a law enforcement Chaplain may provide assistance to domestic disturbances, the mentally ill, juvenile situations, neighborhood problems, racial problems, religious fraud, and other situations. Chaplain services may be utilized at the discretion of the Chief of Police.
- F. Chaplains shall become involved in domestic situations only when a Supervisor feels that the Chaplain's services may be of help to the families involved.
- G. Chaplains shall provide counsel to the youth of the community and their families on behalf of the Department, when requested by a Supervisor.
- H. Chaplains shall console and comfort victims of community disasters, such as floods, fires, tornadoes, and explosions, and their relatives, on behalf of the Department when requested by a Supervisor.

X. **Qualifications**

Qualifications for Chaplain shall be enumerated in the Chaplain's job description, which shall be maintained by the Support Services Division.

XI. **Training**

After appointment by the Chief of Police, all Chaplains shall, at a minimum:

- A. Attend and complete GCIC Security and Awareness training
- B. Complete any additional training as directed by the Chief of Police

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>July 26, 2005</b>	<i>Number</i> <b>GO05-3.17</b>
<i>Subject</i> <b>Performance Evaluations</b>		
<i>Reference</i> <b>CALEA Standards – 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8</b>		<i>Revised</i> <del>August 24, 2024</del> <b>August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>August 2023</del> <b>August 2025</b>	<i>No. Pages</i> <b>5</b>

I. **Policy**

It is the policy of the Dalton Police Department to conduct annual, and more often if necessary, evaluations of the work performance of all employees in order to assess proficiency and provide employees with feedback to improve work performance.

II. **Definitions**

- A. *Performance evaluation* – The process of periodically evaluating an employee’s job performance.
- B. *Performance tracking software* – Computer software used to track employee job performance. Guardian Tracking is the performance tracking software used by the Department.
- C. *Job Task Analysis* – The process of determining essential employee job tasks, their criticality, and the frequency of which they are performed.
- D. *Task* – An essential function the employee is expected to perform as part of his / her regular duties.
- E. *Rating* – The level of efficiency to which an employee performs a job task or a related function of that task.
- F. *Rater* – A Department Supervisor.

III. **Procedures**

- A. Rater Training
  - 1. All Department Supervisors and System Administrators shall receive training on the proper operation of the performance tracking software.

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2. Supervisors shall review the performance evaluation process and performance tracking software at the beginning of each evaluation period with each employee they will be evaluating.

B. Measurement Criteria

1. Employee job performance shall be measured against pre-established standards in the areas of job tasks, policy compliance, and proficiency.
2. The pre-established standards are based on a job task analysis completed for each respective position.
3. All employees shall be notified in writing concerning the performance standards for his / her position.
4. All criteria used in the performance evaluation shall be specific to the assignment(s) of the employee for the rating period.

C. Measurement Definitions

Supervisors shall enter the appropriate rating on the evaluation for each area according to the following scale:

1. Excellent (EX): An employee who receives this rating has consistently demonstrated performance which rises to a level of excellence that, when demonstrated, sets him / her apart from others in that he / she deserves special praise or recognition. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating.
2. Above Standard (AS): An employee who receives this rating has consistently demonstrated effective performance above and beyond the normal, expected level of achievement. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating.
3. Meets Standard (MS): An employee who receives this rating meets the standard for this area according to the position and assignment during the evaluation period. The standard required for this rating shall be defined in each task area.
4. Below Standard (BS): An employee who receives this rating has demonstrated performance that is below the normal expectations, but not requiring formal corrective action beyond supervisory guidance. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating.
5. Requires Improvement (RI): This rating is assigned when an employee fails to perform a task or proficiency according to the standard. When this

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rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating to include, at a minimum:

- a. The date(s) of the incident(s) that caused the rating
  - b. Any remedial training provided to the employee
  - c. The date of expected improvement
  - d. The resolution plan
  - e. Whether the resolution plan was accomplished and, if so, when
6. Not Observed (NO): Supervisors shall assign this rating to areas where the employee did not complete the task during the rating period or the Supervisor did not observe and / or cannot verify the employee performed the task.
7. Not Applicable (NA): Supervisors shall assign this rating when the task or dimension being evaluated does not apply to the employee's position and / or assignment. Note: If this rating is assigned, the System Administrator should be notified to modify the job position description.

D. Notations and Entries to the Performance Tracking Software

1. A fair and equitable evaluation relies on the observations and notations into the performance tracking software by Department Supervisors.
2. Supervisors shall constantly monitor employee performance and make corresponding entries into the performance tracking software when employees are observed performing a task or other evaluated dimension.
3. Comments or information entered by Supervisors or peers shall be placed into the comments section of any created entry within the performance tracking software.
4. These entries shall include the date the duty or task was performed and specific comments or facts surrounding the entry.
5. Any Supervisor or peer may make entries and / or notations to the performance tracking software for any other employee.

E. Frequency of Evaluation

1. Formal evaluations shall be conducted with all full-time and part-time personnel at least annually, with the exception of the Chief of Police. Except for probationary employees, the evaluation period shall cover one year, beginning and ending on the employment anniversary.

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2. Probationary employees and Department members on promotional probation shall have a quarterly performance report completed and signed each quarter and entered into the performance tracking software by their current Supervisor.
3. Supervisors shall conduct documented quarterly performance meetings with employees to provide feedback on work performance and career development.
4. Supervisors shall notify employees in a timely manner whenever performance is deemed to be unsatisfactory. In addition to providing this notice, Supervisors shall make an entry in the performance tracking software explaining the problem(s) that currently exists and detailing the plan to improve performance.

F. Conclusion of Rating Period

1. At the conclusion of each rating period, and at least annually, employees shall be counseled by their Supervisor on matters to include the following:
  - a. Results of the performance evaluation just completed
  - b. Level of performance expected and rating criteria or goals used for the new evaluation period
  - c. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position
2. The employee shall sign and date the evaluation. This signature does not necessarily mean that the employee agrees with the evaluation, only that it has been discussed with him / her.
3. Space shall be provided on the performance evaluation for the employee to write any comments concerning the evaluation. Additional sheets may be attached, if required.
4. After final approval by the Chief of Police, the completed and signed evaluation form shall be scanned and attached to an entry made in the performance tracking software. All employees shall have access within the performance tracking software to view and print the completed evaluation.
5. All formal evaluations shall be reviewed and signed by the rater's Supervisor prior to becoming final.
6. All performance evaluations shall be retained in accordance with the State of Georgia's retention guidelines.
7. To ensure uniform, fair, and impartial evaluations, raters shall be monitored and evaluated by their Supervisors. Raters shall be evaluated on their

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ability to be fair and impartial, as well as their ability to carry out their role as a rater.

G. Contested Evaluations

An employee who disagrees with his / her evaluation, either in its entirety or any portion, may appeal the evaluation through his / her chain of command. The employee shall use the procedures outlined in policy GO11-3.18, Grievance Procedures.

H. System Maintenance

1. The System Administrator(s) is responsible for adding or changing an employee's status within the performance tracking software.
2. The System Administrator(s) is responsible for updating job tasks and other dimensions, as job duties and position descriptions are changed.
3. All Supervisors are responsible for notifying a System Administrator when changes, additions, or deletions need to be made to job position descriptions.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 23, 2017</b>	<i>Number</i> <b>GO17-6.10</b>
<i>Subject</i> <b>Naloxone / Narcan</b>		
<i>Reference</i> <b>O.C.G.A. 26-4-116.2</b>		<i>Revised</i> <b>July 27, 2021 August 22, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>July 2023 August 2025</b>	<i>No. Pages</i> <b>3</b>

## I. Policy

There are many deaths due to opioid overdose within the community and state, and research indicates that the rapid administration of opioid antagonist drugs by first responders has saved hundreds of lives in Georgia. Under the guidance of the Georgia Medical Amnesty Law, it is the policy of the Dalton Police Department to equip and train Officers to administer the opioid reversal drug naloxone in certain circumstances.

## II. Definitions

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

- F. *Naloxone Program Coordinator (NPC)* – The Patrol Division Commander or his / her designee who provides guidance and supervision for trained first responders who are equipped with naloxone and oversees training and services coordination, quality assurance, and reporting.

### III. **Types of Opioid Inhibitors and Their Use**

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

#### A. Naloxone Use

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

1. Maintain universal precautions through the use of personal protective equipment
2. Perform victim assessment
3. Determine level of responsiveness, breathing, and / or pulse rate
4. Request medical assistance from EMS and / or Dalton Fire Department (DFD) and notify them that the victim is in a potential overdose state. Upon arrival of EMS / DFD, the Officer shall ensure EMS / DFD personnel are updated on any treatment administered prior to their arrival or currently in progress.
5. Notify a Supervisor that naloxone was used

#### B. Maintenance and Replacement

1. An inspection of the naloxone kit shall be the responsibility of the personnel in which the kit is assigned and shall be conducted each shift.
2. Naloxone kits must not be left in vehicles when not in use. The manufacturer recommendation for product storage is 68 to 77 degrees Fahrenheit and out of direct sunlight.
3. Missing or damaged naloxone kits shall be reported to the NPC.
4. Where any condition necessitates, the naloxone kit shall be taken out of service and be submitted for replacement to the NPC.
5. Upon administering naloxone, a new kit shall be issued to that Officer.

#### C. Reporting Requirements

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1. Officers shall submit an incident report detailing the nature of the incident, the care the victim received, and the fact that naloxone was administered.
2. ~~The incident report shall be forwarded to the NPC. Records must be completed for statistical value of the naloxone program.~~ The incident report shall be made available to members of DFD and EMS.

D. Issuance

1. All Officers are required to receive training, which has been approved by the Georgia Department of Public Health, prior to being issued or administering the drug and shall complete refresher training annually.
2. Naloxone spray shall not be used until an Officer has read and understands this directive.
3. Naloxone reserves shall be stored and maintained by the Property and Evidence Section.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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# DALTON POLICE DEPARTMENT

		<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO92-7.11</b>
<i>Subject</i> <b>Confidential Informants</b>			
<i>Reference</i> <b>CALEA Standard – 42.2.6</b>		<i>Revised</i> <del>August 24, 2021</del> <b>August 22, 2023</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>August 2023</del> <b>August 2025</b>	<i>No. Pages</i> <b>11</b>	

## I. Policy

It is the policy of the Dalton Police Department to utilize Confidential Informants, whenever possible, to bring about the successful conclusion of law enforcement investigations.

## II. Definitions

- A. *Alternate handler* – The Officer designated by the primary handler to assist or assume control of the Confidential Informant in the absence of the primary handler.
- B. *Confidential Informant (CI)* – An individual, documented and controlled in accordance with this directive, who by agreement, collects and / or provides information or assistance of law enforcement value while operating under the instructions and supervision of a Dalton Police Officer.
- C. *Confidential Informant Control Supervisor (CICS)* – The CID Supervisor who shall be responsible for maintenance and security of all files and for ensuring that all informant-related activities are conducted in accordance with this directive.
- D. *Confidential Informant (CI) file* – A controlled access file maintained by the CICS containing identification, historical data, and performance data on a specific CI.
- E. *Master Source Logbook* – A hand-written listing maintained by the CICS that includes all sources of information and Confidential Informants (CI). This logbook shall be indexed by name and number.
- F. *Master Source File* – An electronic file containing a master listing of all sources of information and CIs by name, number, and other identifying information, as determined and maintained by the CICS. This is used as a reference file to avoid CI file duplication.
- G. *Primary handler* – The Officer who recruits or directly controls a particular Confidential Informant.
- H. *Source of information (SOI)* – An individual that aids the Department or any Officer and does not request that his / her identity remain confidential.

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### III. Procedures

- A. The intent of this program is to develop and utilize useful Confidential Informants (CIs) in all types of criminal investigations. A CI recruitment effort shall be emphasized in crimes against persons, property, vice, drug trafficking, and organized crime activity.
- B. The sensitive nature of a CI program and the potential danger to CIs, if compromised, dictate that all aspects of CI procedures be conducted with extreme care and discretion.
- C. Recruiting and initial contact with CIs is accomplished primarily by Officers of this Department. Each CI is assigned to a primary handler who is responsible for maintaining contact with the CI, exercising appropriate control over the CI's police-related activities, tasking and directing the CI, systematically debriefing the CI, relaying information to those best suited to utilizing it, and ensuring that a file is maintained that reflects the CI's current status and activities. This relationship requires that all reasonable measures be implemented to protect CIs and that only individuals capable of providing information within the spirit of this directive are classified as CIs.

### IV. Reporting

- A. The CICS is responsible for the management, security, and integrity of the CI program. The CICS shall ensure that the files are kept up-to-date, that CI performance is continually evaluated, and that any coordination required between other agencies, courts, or Officers is conducted in accordance with established guidelines.
- B. All CIs recruited and utilized by this Department shall be reported to the CICS, who shall assist in completing documentation, directing CI efforts, and providing any other assistance requested or required.
- C. Evaluation Criteria

All information obtained from CIs shall be evaluated in accordance with the following guidelines:

- 1. Completely reliable – There is no doubt of its authenticity, trustworthiness, or competency. Information supplied by a CI in the past has proved to be reliable in all instances.
- 2. Usually reliable – There may be some doubt as to its authenticity, trustworthiness, or competency. However, information obtained from the CI in the past has, in the majority of instances, proved to be reliable.
- 3. Fairly reliable – There is usually some doubt as to its authenticity or trustworthiness. Information obtained from this CI in the past has proved to be reliable in a moderate number of cases. Note: Information of this nature shall be classified as raw intelligence data, and this information shall not be disseminated.

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4. Reliability cannot be judged – Reliability has not been determined by experience or investigation. There is no way of knowing its authenticity, trustworthiness, or competency. Note: Information of this nature shall be classified as raw intelligence data, and this information shall not be disseminated.

V. **File Initiation and Records Management**

A system of recording certain information and maintaining specific files is necessary to ensure that CI-related efforts are coordinated, that CIs and their handlers are protected, and that the information obtained is put to the most efficient use possible. The following sections deal with the record system and files concerning CI activities and biographical information, which shall be maintained by the CICS.

- A. The primary handler shall be responsible for creating the CI file by labeling a standard size file folder and securing it in the area designated by the CICS. This shall be completed as soon as the CI is recruited. The file upkeep shall be the responsibility of the primary handler, and file security shall be the responsibility of the CICS.
- B. Each CI file shall contain the following information and documentation:
  1. Up-to-date photograph that is taken at the time of recruitment
  2. Set of fingerprint cards, complete with signature
  3. Biographical and background information, including information on how the CI can be located
  4. Criminal history record
  5. CI identification number and / or fictitious name assigned to the CI
  6. Confidential Source Report, complete with signatures (See Appendix A)
  7. Copies of any Confidential Source Report / Informant Payment Receipts (See policy GO92-7.12, Confidential Expenditures)
  8. Listing of all incident report numbers or cases generated by the CI's information and the results of those investigations
  9. Juvenile Waiver Form, if applicable (See Appendix B)
  10. Reports documenting all meetings and activities, including information received that is not documented elsewhere (i.e., case reports or intelligence files). A signed Confidential Source Report / Informant Payment Receipt containing a case number and / or a criminal intelligence number shall be sufficient documentation of a meeting, provided that details of the meeting are included in the stated report.
  11. A meeting log shall be maintained to document meetings with CIs that do

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not result in the use of a Confidential Source Report / Informant Payment Receipt. This log shall include: date, time, duration of meeting, and reference for additional information.

- C. All above documentation shall be updated as the information changes or if an inactive CI is reactivated. Criminal history reports should be updated annually or more frequently, if needed.
- D. Under no circumstances shall any Officer, without the express permission of the primary handler and / or the CICS, review or discuss another handler's CI files or discuss the identity of a CI. Only the following personnel shall have access to the files maintained by the CICS:
  - 1. Primary handler or alternate handler, if a specific need arises
  - 2. Confidential Informant Control Supervisor
  - 3. Criminal Investigations Division Operations Supervisor
  - 4. Criminal Investigations Division Commander
  - 5. Assistant Chief of Police
  - 6. Chief of Police
- E. All CI files shall be maintained separately from other files by placing them into a safe or into a drawer that can be secured.
- F. All inactive CI files shall be maintained for a minimum period of one (1) year. After the minimum period has passed, and the CICS has determined the CI file is no longer needed, the CI file and all its contents shall be destroyed. The CICS shall erase any recorded material and shred all paper material in the file. A notation of the destruction of the file shall be made in the Master Source Logbook. Entries made in the Master Source Logbook and in the Master Source File shall be maintained permanently.

VI. **Restrictions**

- A. The Department may utilize juveniles as Confidential Informants on a limited basis. No juvenile (under 18 years of age) shall be utilized as a CI by any Officer without having obtained a parent or guardian's permission (Juvenile Waiver Form – Appendix B). Under no circumstances shall a juvenile be used as a CI in any manner that encourages or requires him / her to use illegal substances or alcohol.
- B. No Officer shall have contact with a CI that is not of a professional nature. No Officer shall meet with a CI alone. No social or off-duty contacts shall be allowed.
- C. All Officers are prohibited from accepting gifts, loans, or any other form of gratuities from a CI.
- D. No Officer shall meet or conduct investigative activities with an active CI without

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the knowledge of the primary handler or CICS.

- E. Only information concerning criminal activities is authorized for collection by CIs and maintained within the files of this Department.

VII. **Utilization Guidelines**

- A. Officers are to use caution and discretion in order to protect the identity of a CI. The identity of a CI should only be disclosed to those individuals who have a lawful right and a need to know that information.
- B. The following procedures shall be used to protect the safety of the CI:
  - 1. When being utilized during an operation to gather evidence or information, the CI shall be equipped with an electronic device that allows the handler to receive audio and / or video transmissions of the CI's activities.
  - 2. The number of personnel involved in operations utilizing a CI shall be limited to only those needed to comply with this directive and to safely conduct the operation.
  - 3. The CI's personal information shall not be used on Department forms, reports, or paperwork, other than what is required by this directive.
- C. Contact with CIs shall be such that their knowledge of Department facilities, operations, activities, and personnel is kept to a minimum.
- D. All meetings with CIs require the presence of two (2) Officers or at least one (1) back-up surveillance Officer in the area.
- E. Officers should take additional precautions when dealing with CIs of the opposite gender and with CIs whose sexual preference may make an investigation more susceptible to compromise through alleged improprieties.
- F. Any inappropriate behavior displayed by a CI during any meeting shall be brought to the immediate attention of the CICS, and a notation of the behavior shall be documented in the CI file.
- G. Payments to CIs and the CIs' use of funds shall be made in accordance with policy GO92-7.12, Confidential Expenditures.
- H. Officers shall not make any explicit or implicit promises or predictions regarding the likely disposition of any criminal charges that are pending against the CI. Confidential Informants may only be advised that the Officers will make the extent of the CI's cooperation known to prosecuting authorities.
- I. All active CIs shall normally be contacted by their primary handler or the alternate handler at least once every thirty (30) days. All contacts shall be recorded in the CI file by the handler.
- J. If no useful information is received and / or contact cannot be established in 180

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days, the CI should be terminated and the file placed on inactive status and maintained for a period of one (1) year, unless pending litigation requires lengthier maintenance. An entry reflecting the basis for the CI's termination shall be placed into the CI file.

- K. When the services of a CI are terminated, if possible, a debriefing shall occur and the results annotated in the CI's file. The CI shall also be advised that, although formal assistance to the Department is no longer required, the Department should be notified of any threats which may be directed toward him / her as a result of services rendered. Further, the Officer handling the debriefing should attempt to obtain any criminal information known to the CI that has not been previously reported.
- L. If debriefing a CI is not considered appropriate in the judgment of the primary handler or CICS, an entry to this effect, explaining the full circumstances by citing specifics, shall be included in the CI file. The reasons for not debriefing a CI may include, but are not limited to:
  - 1. A debriefing would not be in the best interest of the Department.
  - 2. A debriefing would, in some way, serve to compromise, needlessly delay, or endanger the CI.
  - 3. The CI moves out of the area without prior notice.
  - 4. Termination is for cause, and the CI is suspected of engaging in criminal activity.
  - 5. The CI has not been sufficiently productive or actively contacting the Department, as required.
  - 6. The primary handler has substantial reasons, not mentioned above, for terminating further contact with the CI.

**VIII. Probationers and Parolees**

- A. Before utilizing a CI that is on active probation or active parole, the primary handler shall:
  - 1. Send a letter to the appropriate agency requesting permission to use the probationer / parolee as a CI.
  - 2. Receive documented approval from the appropriate agency.
- B. The primary handler shall be responsible for notifying the appropriate agency if the CI's services are no longer needed.

**IX. Patrol Officer's Use of Confidential Informants**

- A. Patrol Officers are encouraged to recruit Confidential Informants.

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- B. Most CIs that come to the attention of Patrol Officers will be as a result of an arrest situation.
- C. Should an arrestee indicate that he / she wants to work as a CI, he / she shall be charged as usual.
- D. The Watch Commander shall be advised, and a preliminary interview shall be conducted to determine the following:
  - 1. The CI's motivation
  - 2. The CI's past dealings with any law enforcement agency
  - 3. On whom or what the CI can provide information
- E. Extreme care should be taken to ensure the CI's confidentiality.
- F. The Patrol Officer and / or the Watch Commander shall contact the CICS, and the CI shall be entered into the CI file after a careful review and assessment are made.
- G. A determination shall be made, after the CI has worked, as to the value of his / her information and / or services.

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**BY ORDER OF**

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**Appendix A**

**CONFIDENTIAL SOURCE REPORT**

C/S NUMBER      Control Detective      Alternate      Detective      DATE  
\*\*\*\*\*

1. IDENTIFYING DATA

C/S Name \_\_\_\_\_ Full True Name \_\_\_\_\_

Race \_\_\_ Sex \_\_\_ Height \_\_\_ Weight \_\_\_ Hair color \_\_\_ Eye color \_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

GCIC-NCIC checked by: \_\_\_\_\_ Date: \_\_\_\_\_

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

DL# \_\_\_\_\_ State \_\_\_\_\_ SS# \_\_\_\_\_

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

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

Intelligence files checked: Yes ( ) No ( )

Description of vehicle driven: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Tag \_\_\_\_\_ State \_\_\_\_\_ Other vehicles \_\_\_\_\_

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

\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*

2. GENERAL NATURE OF SERVICE OR INFORMATION EXPECTED

(Check one or more)

\_\_\_\_\_ Narcotics – Specify \_\_\_\_\_

\_\_\_\_\_ Organized Crime      \_\_\_\_\_ Fraud/White Collar Crime

(a) How was the informant recruited/motivated? \_\_\_\_\_

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

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

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

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3. CONFIDENTIAL SOURCE ADVISEMENT  
(Have the C/S read carefully and sign below)

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

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

**I also understand that:**

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

**RESTRICTED LAW ENFORCEMENT DATA**

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

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

\_\_\_\_\_  
C/S NAME (Signature)

\_\_\_\_\_  
C/S NAME (Printed)

\_\_\_\_\_  
TRUE NAME (Signature)

\_\_\_\_\_  
TRUE NAME (Printed)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE/TIME

\_\_\_\_\_  
Approving Supervisor

\_\_\_\_\_  
DATE/TIME

DET CPR 920124 R0719

**RESTRICTED LAW ENFORCEMENT DATA**

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

**Appendix B**

JUVENILE WAIVER FORM

I (we), the undersigned, (father, mother, and/or guardian) of \_\_\_\_\_, a minor, hereby consent(s) to the participation of said minor in a criminal investigation, fully understanding the risks involved. I (we) do hereby expressly waive any and all claims and any and all loss or damage resulting from or arising out of said minor's assistance to the Dalton Police Department, which we may now or hereafter have as parent(s) (and/or guardian) of said minor, and also all claims or rights of action for damages which the said minor has or may hereafter have, either before or after he/she reached his/her majority, resulting or to result from said criminal investigation. I (we) further promise to bind myself (ourselves), my (our) heirs, administrators and executors jointly and severally to the aforementioned waiver. I (we) further state that I (we) have carefully read the foregoing waiver and know the contents thereof, and I (we) sign the same as my (our) own free act.

Witness this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

In presence of:

\_\_\_\_\_  
\_\_\_\_\_

Caution: Read Before Signing

\_\_\_\_\_  
Father  
\_\_\_\_\_  
Mother  
\_\_\_\_\_  
Guardian

DET WVR 920427





# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 07/01/23 - 07/31/23 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
		1	0.29%	0	0	0	0	0	0.00	0	0.05		0.00
111	Building fire	4	1.15%	0	16	0	1	5	0.00	1	21.89	62.349996	3.73
131	Passenger vehicle fire	4	1.15%	0	6	0	0.25	2	0.00	0.25	3.07	6.783333	4.13
142	Brush or brush-and-grass mixture fire	1	0.29%	0	3	0	0	1	0.00	0	0.55	.550000	3.65
151	Outside rubbish, trash or waste fire	4	1.15%	0	9.5	0	0.5	3	0.00	0.5	4.29	11.549998	4.47
154	Dumpster or other outside trash receptacle fire	1	0.29%	0	15	0	1	5	0.00	1	4.27	1.233333	3.40
311	Medical assist, assist EMS crew	209	59.89%	0	0	3.25	0.02	0	1.02	0.01	1.01	211.116649	4.62
322	Motor vehicle accident with injuries	9	2.58%	0	0.44	5.44	0	0.11	1.78	0	3.02	19.183332	4.07
324	Motor vehicle accident with no injuries.	5	1.43%	0	0	5.8	0	0	1.80	0	1.18	3.883332	4.34
411	Gasoline or other flammable liquid spill	1	0.29%	0	3	0	0	1	0.00	0	0.70	.700000	0.00
441	Heat from short circuit (wiring), defective/worn	1	0.29%	0	9	0	1	3	0.00	1	3.83	2.933333	2.33
443	Breakdown of light ballast	1	0.29%	0	15	0	1	5	0.00	1	2.93	2.583333	4.40
444	Power line down	10	2.87%	0	3.1	0	0.1	1	0.00	0.1	1.15	12.233333	4.62

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
445	Arcing, shorted electrical equipment	2	0.57%	0	15	0	1	5	0.00	1	8.13	8.349999	3.46
461	Building or structure weakened or collapsed	1	0.29%	0	6	0	1	2	0.00	1	1.63	1.583333	3.93
500	Service Call, other	4	1.15%	0	2.75	0.75	0	0.75	0.25	0	0.87	3.333333	2.50
522	Water or steam leak	1	0.29%	0	3	0	0	1	0.00	0	1.50	1.500000	4.98
551	Assist police or other governmental agency	2	0.57%	0	6.5	0	0.5	2	0.00	0.5	2.16	3.716666	4.00
611	Dispatched & canceled en route	33	9.46%	0	2.79	2.58	0.3	0.88	0.82	0.24	0.48	12.316662	0.00
622	No incident found on arrival at dispatch address	18	5.16%	0	2.67	2.83	0.28	0.83	0.89	0.28	0.97	14.699996	4.55
651	Smoke scare, odor of smoke	3	0.86%	0	11.33	0	0.67	3.67	0.00	0.67	6.07	9.816665	5.43
715	Local alarm system, malicious false alarm	1	0.29%	0	9	0	1	3	0.00	1	4.67	3.766666	4.50
733	Smoke detector activation due to malfunction	3	0.86%	0	12.33	0	1	4	0.00	1	6.44	12.333332	4.53
735	Alarm system sounded due to malfunction	8	2.29%	0	12.13	0	0.88	3.88	0.00	0.88	4.82	28.249996	4.55
740	Unintentional transmission of alarm, other	1	0.29%	0	16	0	1	5	0.00	1	2.83	2.066666	4.87
741	Sprinkler activation, no fire - unintentional	1	0.29%	0	4	0	1	1	0.00	1	2.17	1.999999	4.08
743	Smoke detector activation, no fire - unintentional	5	1.43%	0	12.2	0	1	4	0.00	1	3.52	13.283331	4.97
744	Detector activation, no fire - unintentional	1	0.29%	0	13	0	1	4	0.00	1	9.57	4.616666	5.47
745	Alarm system activation, no fire - unintentional	12	3.44%	0	12.92	0	1	4.08	0.00	0.83	4.08	33.116661	4.85
746	Carbon monoxide detector activation, no CO	2	0.57%	0	6	0	0	2	0.00	0	1.75	3.500000	5.97
<b>Totals</b>		<b>349</b>	<b>100%</b>	<b>0</b>	<b>2.43</b>	<b>2.57</b>	<b>0.19</b>	<b>0.77</b>	<b>0.81</b>	<b>0.17</b>	<b>1.75</b>	<b>493.35</b>	<b>4.09</b>
<b>Mutual Aid Given Incidents</b>		<b>21</b>											



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Response Summary by Station

Report Period: 07/01/23 - 07/31/23 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	153	4.58	66.01	29.41	5.1
Station 2	73	10.96	50.68	38.36	2.43
Station 3	64	4.69	62.5	32.81	2.13
Station 4	57	1.75	57.89	40.35	1.9
Station 5	27	3.7	62.96	33.33	0.9

**Total 374**

08/16/23 10:07:18



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 07/01/23 - 07/31/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	211	0
611 Dispatched & canceled en route	37	0
622 No incident found on arrival at dispatch address	21	0
745 Alarm system activation, no fire - unintentional	12	0
322 Motor vehicle accident with injuries	12	0
444 Power line down	12	0
735 Alarm system sounded due to malfunction	9	0
651 Smoke scare, odor of smoke	5	0
743 Smoke detector activation, no fire - unintentional	5	0
151 Outside rubbish, trash or waste fire	5	0
324 Motor vehicle accident with no injuries.	5	0
111 Building fire	5	0
131 Passenger vehicle fire	5	0
500 Service Call, other	4	0
733 Smoke detector activation due to malfunction	3	0
741 Sprinkler activation, no fire - unintentional	2	0
746 Carbon monoxide detector activation, no CO	2	0
551 Assist police or other governmental agency	2	0
154 Dumpster or other outside trash receptacle fire	2	0
445 Arcing, shorted electrical equipment	2	0
461 Building or structure weakened or collapsed	1	0
600 Good intent call, other	1	0
522 Water or steam leak	1	0
141 Forest, woods or wildland fire	1	0

08/16/23 10:10:36

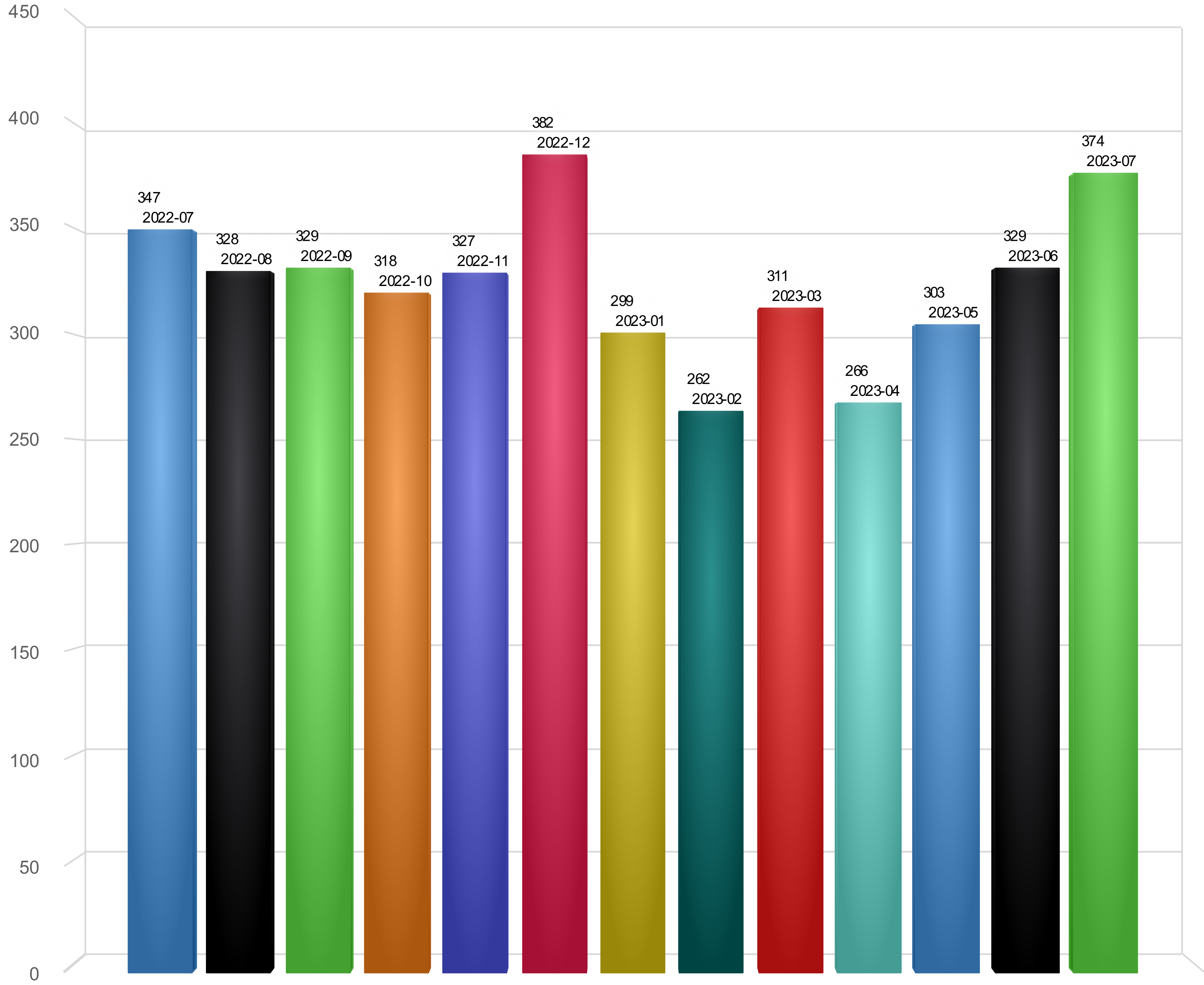
Incident Type	Incidents	Exposures
142 Brush or brush-and-grass mixture fire	1	0
118 Trash or rubbish fire, contained	1	0
411 Gasoline or other flammable liquid spill	1	0
441 Heat from short circuit (wiring), defective/worn	1	0
443 Breakdown of light ballast	1	0
744 Detector activation, no fire - unintentional	1	0
740 Unintentional transmission of alarm, other	1	0
671 HazMat release investigation w/no HazMat	1	0
715 Local alarm system, malicious false alarm	1	0

	Incidents	Exposures
<b>Total</b>	<b>374</b>	<b>0</b>

# Incidents by Months

07/01/2022-07/31/2023

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



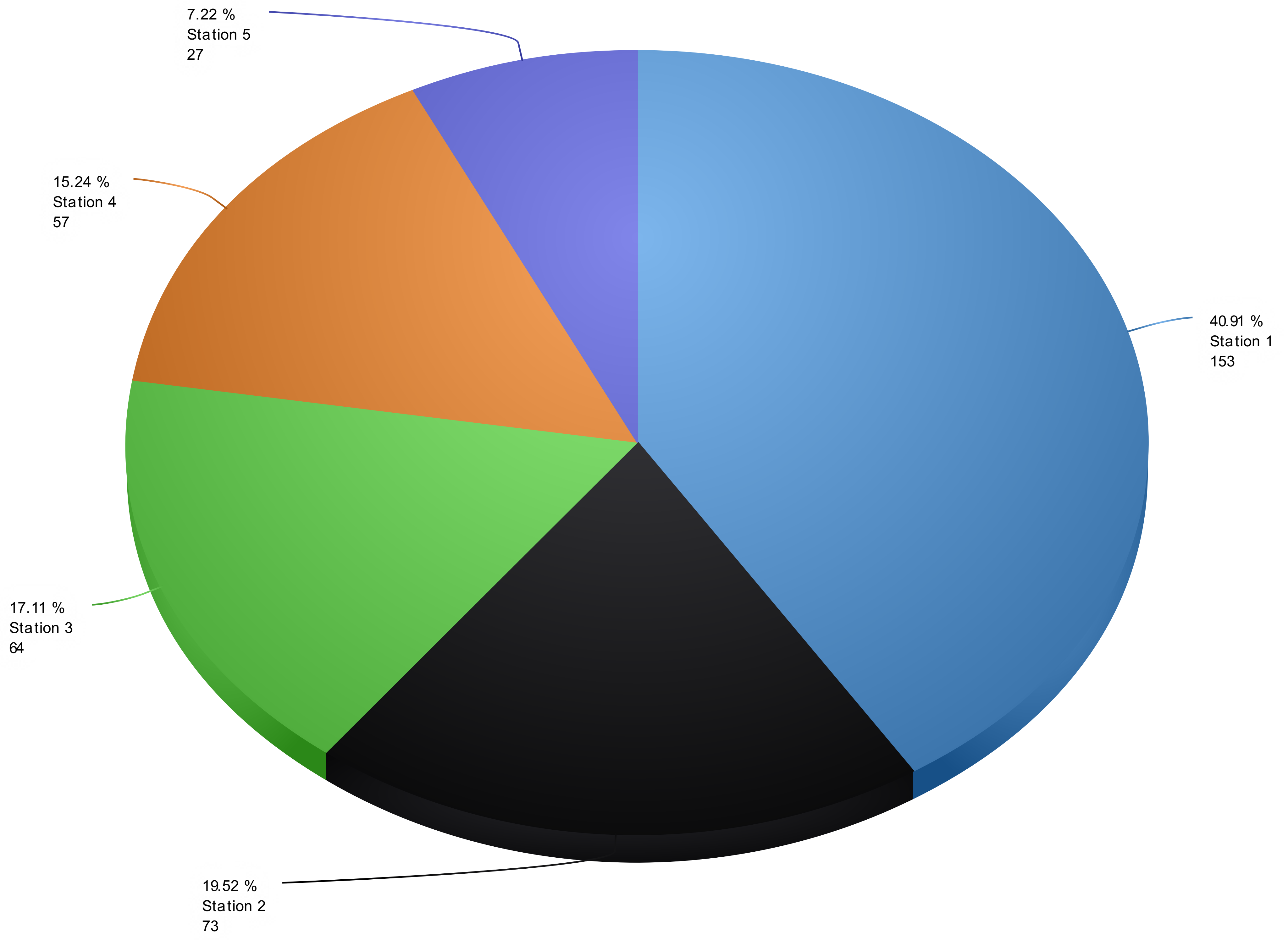
Incident Count

Total of Month: 4,175

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

# Incidents by Stations

07/01/2023-07/31/2023

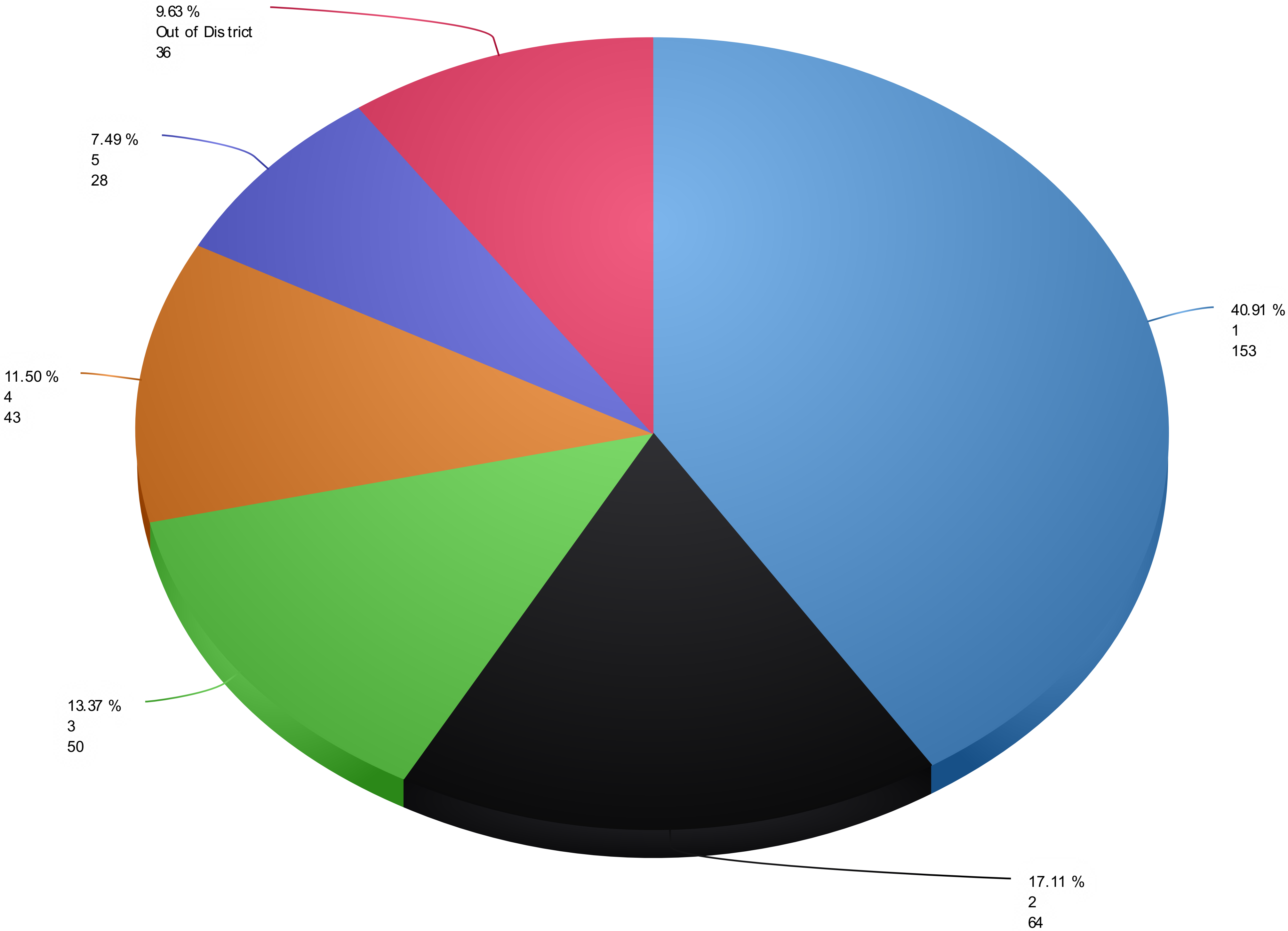


Total of Station: 374

# Incidents by District

07/01/2023-07/31/2023

- 1
- 2
- 3
- 4
- 5
- Out of District

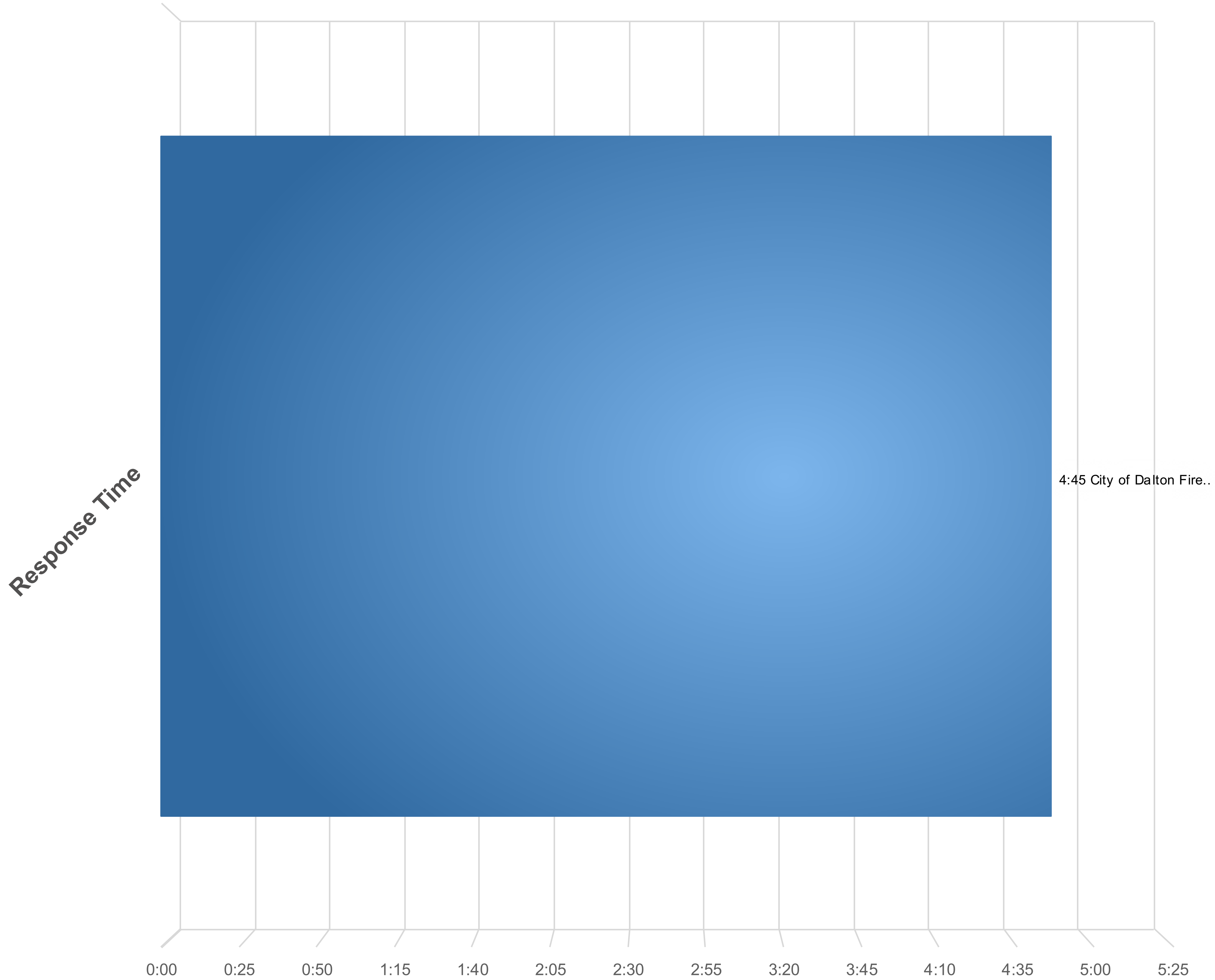


Total of District: 374



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

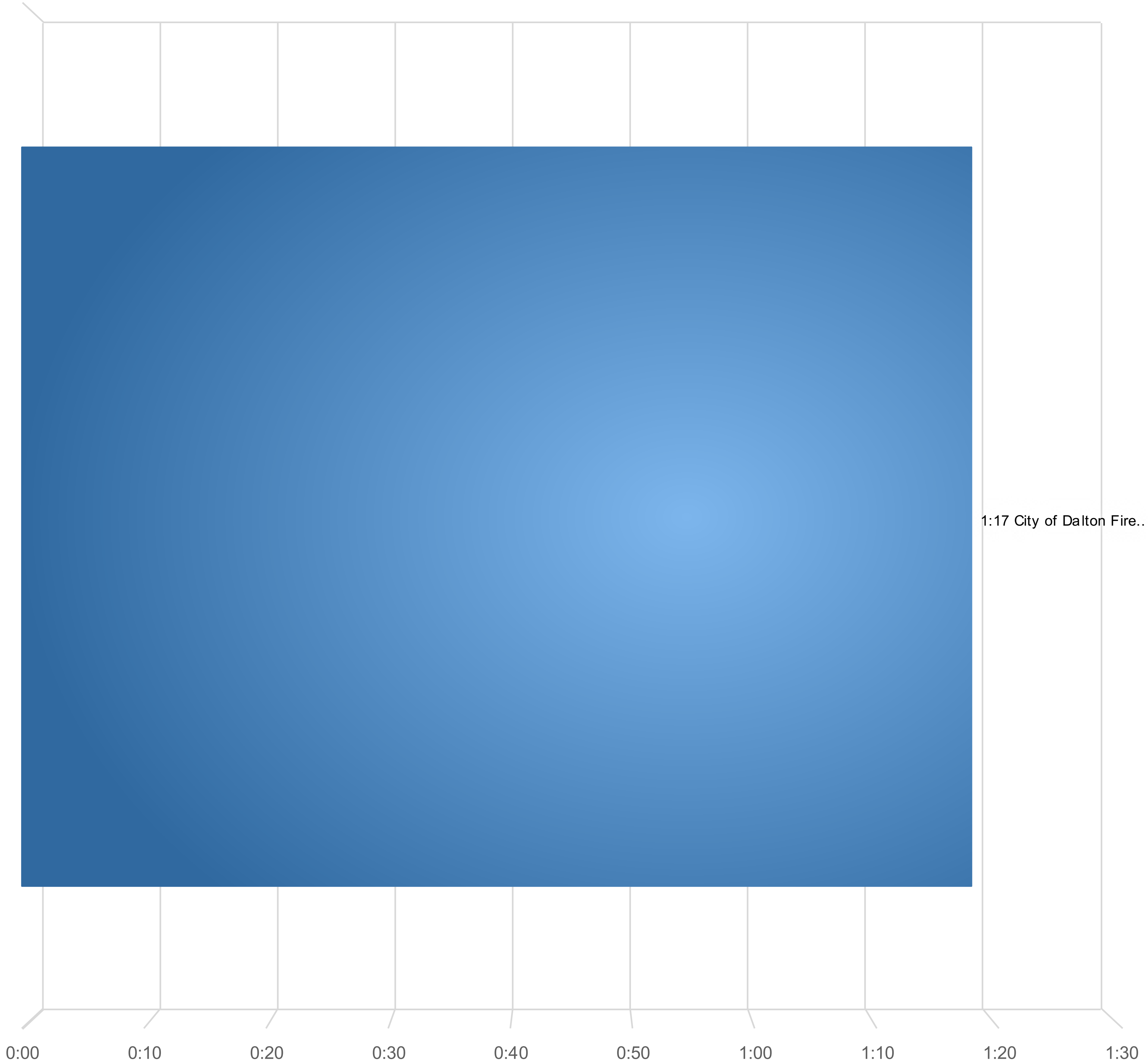
07/01/2023-07/31/2023



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

07/01/2023-07/31/2023

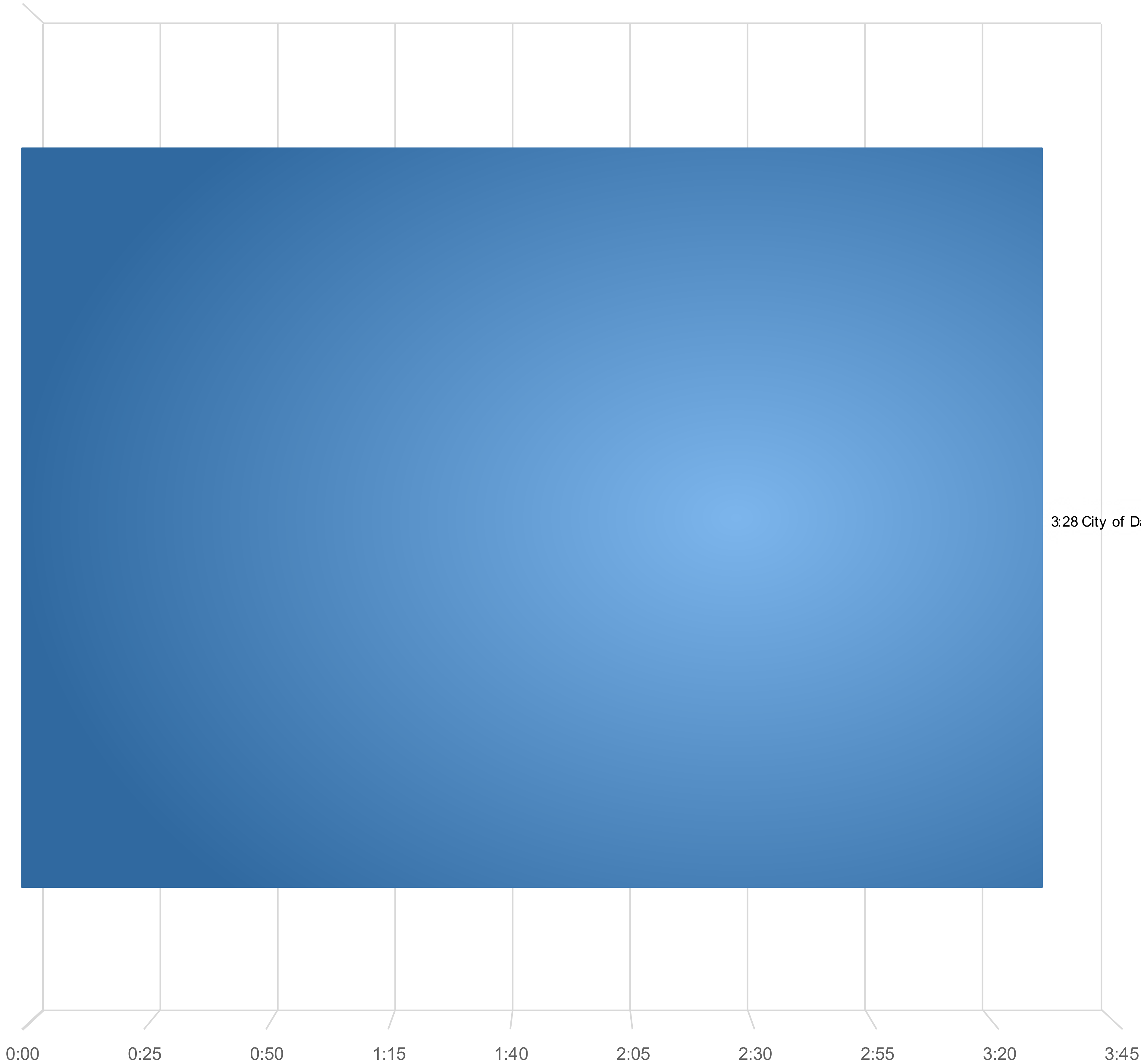
Turnout Time



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

07/01/2023-07/31/2023

Travel Time



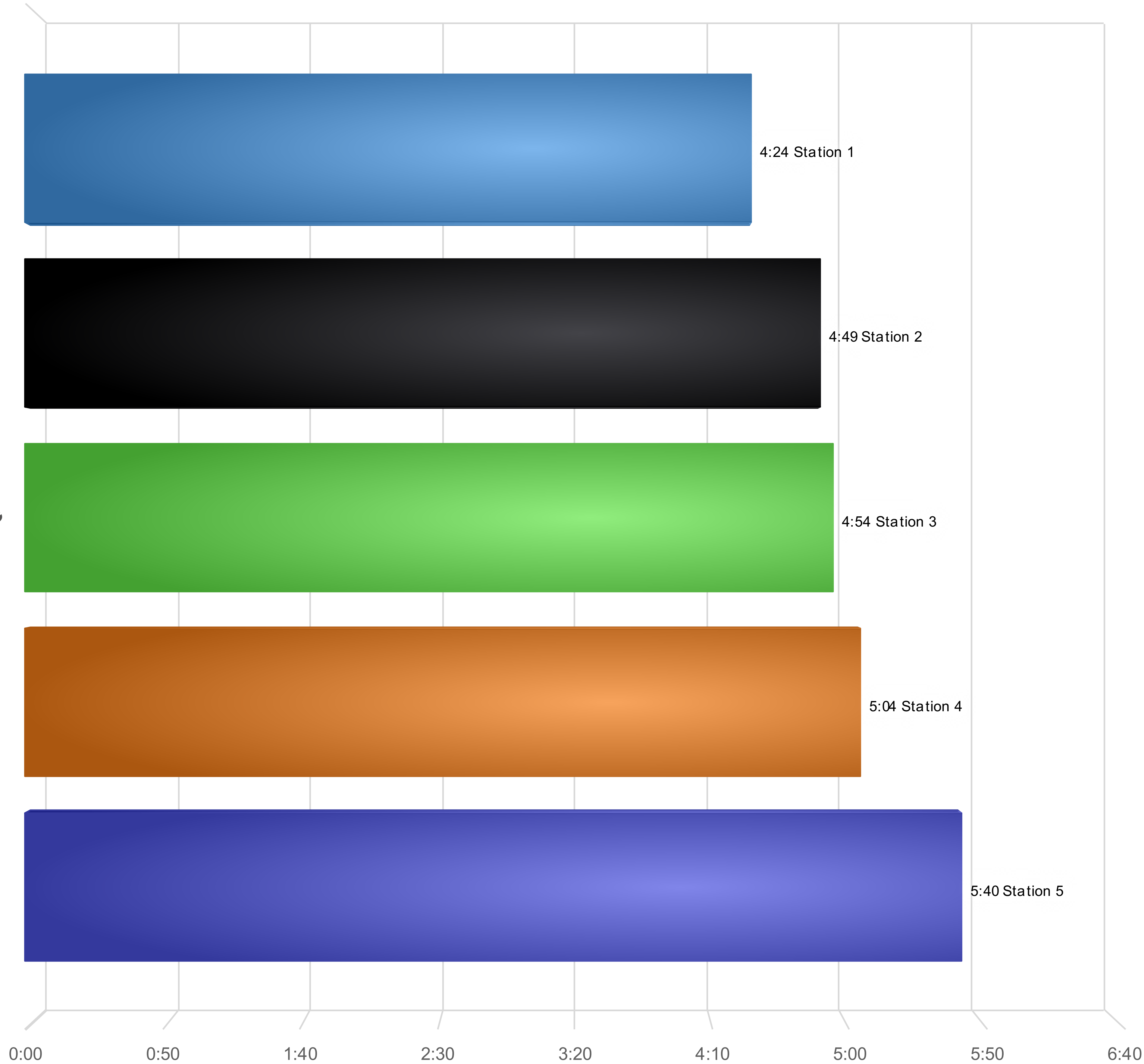
3:28 City of Dalton Fire..

# Average Response Time by Station

07/01/2023-07/31/2023

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

Response Time



Total of Station: 4:45



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

Report Period: 07/01/23 - 07/31/23 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	213.22
111 Building fire	69.04
745 Alarm system activation, no fire - unintentional	33.11
735 Alarm system sounded due to malfunction	29.31
322 Motor vehicle accident with injuries	26.24
622 No incident found on arrival at dispatch address	16.49
444 Power line down	14.83
611 Dispatched & canceled en route	13.66
743 Smoke detector activation, no fire - unintentional	13.28
733 Smoke detector activation due to malfunction	12.34
151 Outside rubbish, trash or waste fire	12.19
651 Smoke scare, odor of smoke	12.08
131 Passenger vehicle fire	8.71
445 Arcing, shorted electrical equipment	8.35
141 Forest, woods or wildland fire	6.68
744 Detector activation, no fire - unintentional	4.62
324 Motor vehicle accident with no injuries.	3.89
715 Local alarm system, malicious false alarm	3.77
551 Assist police or other governmental agency	3.72
746 Carbon monoxide detector activation, no CO	3.50
154 Dumpster or other outside trash receptacle fire	3.43
500 Service Call, other	3.33
741 Sprinkler activation, no fire - unintentional	3.05
441 Heat from short circuit (wiring), defective/worn	2.93

<b>Incident Type</b>	<b>Hours</b>
443 Breakdown of light ballast	2.58
740 Unintentional transmission of alarm, other	2.07
461 Building or structure weakened or collapsed	1.58
522 Water or steam leak	1.50
411 Gasoline or other flammable liquid spill	0.70
671 HazMat release investigation w/no HazMat	0.60
142 Brush or brush-and-grass mixture fire	0.55
118 Trash or rubbish fire, contained	0.35
600 Good intent call, other	0.25

<b>Total</b>	<b>531.95</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Loss

(Dates: 07/01/23 - 07/31/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	4	1.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	56,100	89.62%	10,000	97.09%	66,100	90.67%
118	Trash or rubbish fire, contained	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	4	1.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	5,500	8.79%	300	2.91%	5,800	7.96%
141	Forest, woods or wildland fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
142	Brush or brush-and-grass mixture fire	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	4	1.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,000	1.60%	0	0.00%	1,000	1.37%
154	Dumpster or other outside trash receptacle fire	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
311	Medical assist, assist EMS crew	209	59.89%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	9	2.58%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
324	Motor vehicle accident with no injuries.	5	1.43%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
411	Gasoline or other flammable liquid spill	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
441	Heat from short circuit (wiring), defective/worn	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
443	Breakdown of light ballast	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	10	2.87%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	2	0.57%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
461	Building or structure weakened or collapsed	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	4	1.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
522	Water or steam leak	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	2	0.57%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	34	9.74%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%



CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
622	No incident found on arrival at dispatch address	18	5.16%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	3	0.86%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
671	HazMat release investigation w/no HazMat	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
715	Local alarm system, malicious false alarm	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	3	0.86%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	8	2.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
740	Unintentional transmission of alarm, other	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
741	Sprinkler activation, no fire - unintentional	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	5	1.43%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
744	Detector activation, no fire - unintentional	1	0.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	12	3.44%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
746	Carbon monoxide detector activation, no CO	2	0.57%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
<b>Totals</b>		349	100%	0	0	100%	0	100%	0	100%	0	100%	62,600	100%	10,300	100%	72,900	100%
<b>Mutual Aid Given Incidents</b>		25																

# **Training Division Monthly Report**

## **July 2023**

### **Overview**

Confined space rescue and hazardous materials refresher training was completed on all 3 shifts. This training culminated with joint DFD/WCFD response to confined space rescue scenarios hosted by Cargill on Brookhollow Industrial Boulevard. The department hosted a course on fluorine-free foam concentrates and foam firefighting basics delivered by Perimeter Solutions. Monthly training included territory familiarization, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of July totaled 2,409.

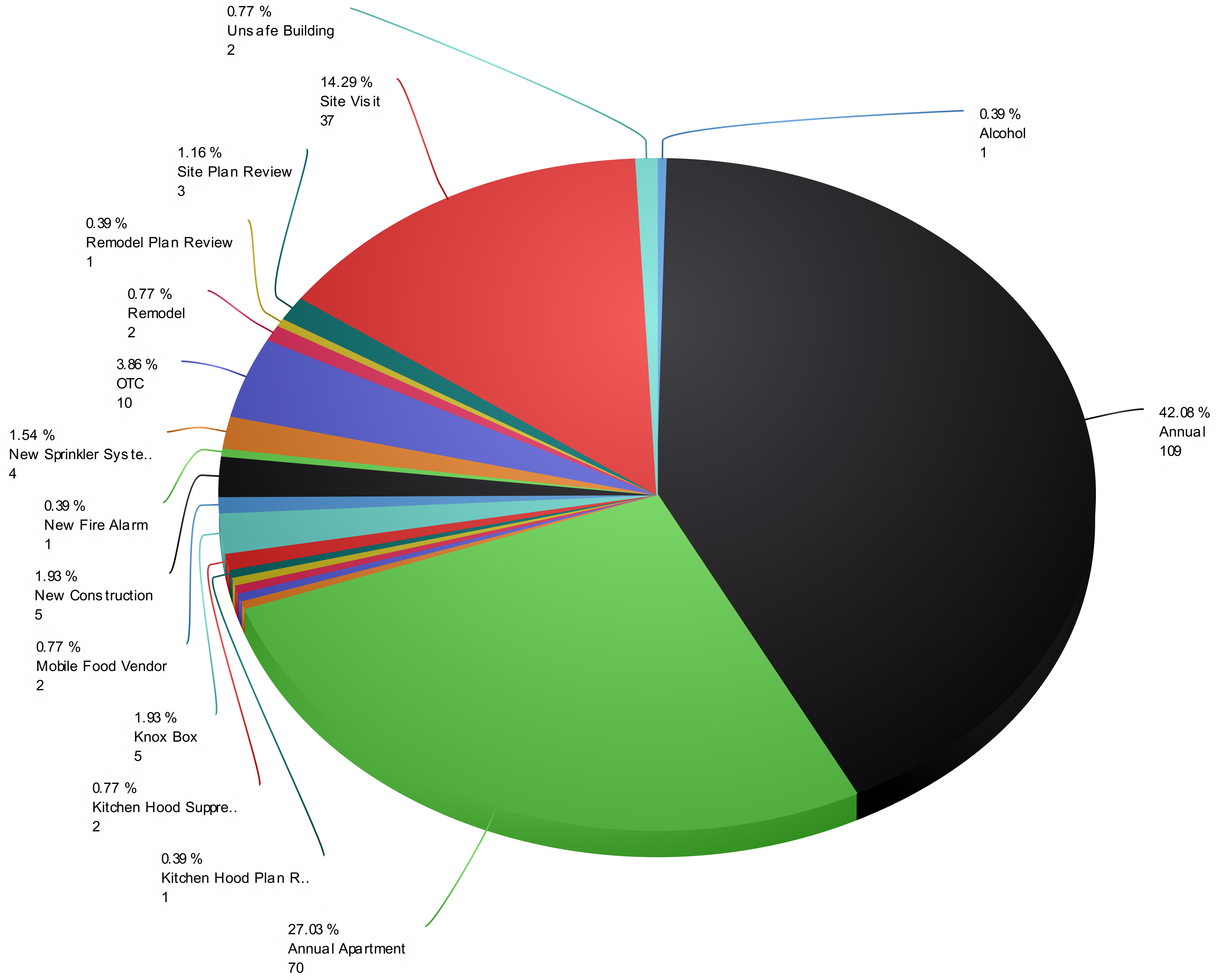
### **Outside Schools**

1 of the department's fire inspectors attended Fire Inspector 2 at GPSTC and attained state and national certification

# Inspection Visit History by Inspection Type

07/01/2023-07/31/2023

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



Total of Inspection Type: 259

**YEAR-TO-DATE BUDGET REPORT**  
7/31/2023

FOR 2023 07

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350000	511100	6,026,000	0	6,026,000	3,519,468.86	.00	2,506,531.14	58.4%
350000	511300	519,000	0	519,000	246,954.90	.00	272,045.10	47.6%
350000	512100	1,079,235	0	1,079,235	568,862.01	.00	510,372.99	52.7%
350000	512200	500,800	0	500,800	282,737.86	.00	218,062.14	56.5%
350000	512401	396,000	0	396,000	222,538.86	.00	173,461.14	56.2%
350000	512402	323,000	0	323,000	178,052.34	.00	144,947.66	55.1%
350000	512403	28,800	0	28,800	16,075.00	.00	12,725.00	55.8%
350000	512700	107,000	0	107,000	62,420.00	.00	44,580.00	58.3%
350000	512900	36,750	0	36,750	21,144.21	.00	15,605.79	57.5%
350000	512915	49,900	0	49,900	2,974.52	373.00	46,552.48	6.7%
350000	512950	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%
350000	521210	4,800	0	4,800	1,365.00	.00	3,435.00	28.4%
350000	522140	4,000	0	4,000	3,281.15	.00	718.85	82.0%
350000	522210	60,000	0	60,000	22,963.51	632.85	36,403.64	39.3%
350000	522220	24,000	2,700	26,700	12,626.79	.00	14,073.21	47.3%
350000	522220	100,000	23,690	123,690	60,413.28	1,781.55	61,495.17	50.3%
350000	522320	4,500	0	4,500	1,804.06	.00	2,695.94	40.1%
350000	523100	32,980	0	32,980	64,561.11	.00	-31,581.11	195.8%
350000	523200	33,750	0	33,750	18,839.61	.00	14,910.39	55.8%
350000	523500	20,000	0	20,000	7,536.78	.00	12,463.22	37.7%
350000	523600	6,000	0	6,000	1,867.83	.00	4,132.17	31.1%
350000	523630	11,500	0	11,500	10,492.20	.00	1,007.80	91.2%
350000	523640	1,100	0	1,100	850.00	.00	250.00	77.3%
350000	523700	28,000	0	28,000	13,028.10	.00	14,971.90	46.5%
350000	523900	0	400	400	363.65	.00	36.35	90.9%
350000	523920	16,000	2,400	18,400	18,363.50	.00	36.50	99.8%
350000	531100	25,000	-4,000	21,000	11,880.83	.00	9,119.17	56.6%
350000	531100	0	1,500	1,500	.00	.00	1,500.00	.0%
350000	531110	4,000	0	4,000	2,997.91	.00	1,002.09	74.9%
350000	531120	140,000	0	140,000	121,635.58	.00	18,364.42	86.9%
350000	531150	3,250	0	3,250	.00	.00	3,250.00	.0%
350000	531200	163,000	0	163,000	82,888.67	.00	80,111.33	50.9%
350000	531250	5,000	0	5,000	3,344.50	.00	1,655.50	66.9%
350000	531270	16,500	0	16,500	7,760.11	.00	8,739.89	47.0%
350000	531275	62,000	0	62,000	28,787.51	.00	33,212.49	46.4%
350000	531300	2,000	0	2,000	542.17	.00	1,457.83	27.1%
350000	531600	30,000	0	30,000	8,340.53	.00	21,659.47	27.8%
350000	531700	15,000	-300	14,700	2,630.40	.00	12,069.60	17.9%
350000	531700	12,000	0	12,000	3,490.84	.00	8,509.16	29.1%
350000	531700	5,000	0	5,000	4,928.53	.00	71.47	98.6%
350000	542500	4,000	0	4,000	1,557.08	.00	2,442.92	38.9%
TOTAL GENERAL FUND - OPERATING		9,918,365	26,390	9,944,755	5,657,204.79	2,787.40	4,284,762.81	56.9%
TOTAL EXPENSES		9,918,365	26,390	9,944,755	5,657,204.79	2,787.40	4,284,762.81	

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** SO- 1  
**Effective:** 01/01/2016  
**Revised:** 08/27/2019  
**Reviewed:** 08/22/2023

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

\_\_\_\_\_  
DATE

**Policy:** Use of station log book

**Scope:** All Personnel

### Procedure:

1. Company officers or acting company officers are responsible for station log book entries at all stations.
2. Entries are to be made in records management system as a staff activity utilizing the activity code station log book.
3. Entries are to be entered daily. On days no activity has taken place, an entry for “No Activity/Operations” or “Nothing to Report” is to be made.
4. Each entry can be numerically listed (preferable), and the entry will be date and time stamped at the end of the entry.
5. Oncoming officer in charge and/or company officers are to check the previous entries for informational purposes.
6. Examples of entries are, but not limited to:
  - A. Station or apparatus maintenance (example: “E-1 taken to shop for repairs”)  
NOTE: All other maintenance should be entered in maintenance reports in the appropriate records keeping software.
  - B. Training activities
  - C. Any activity begun during one shift that will be carried over to the next
  - D. Fuel received
  - E. Equipment loans
  - F. Equipment damaged, lost, replaced, or left on the fire ground
  - G. Messages for oncoming personnel
  - H. Additions, changes, or repair to hydrants
  - I. Property annexations
  - J. Renaming of businesses or structures
  - K. Findings or hazards encountered on fires, preplans, or inspections
  - L. Special information or tactics for specific occupancies or addresses
  - M. Anything the reporting officer feels is pertinent (reporting officer discretion)

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** GP-3  
**Effective:** 08/27/2019  
**Revised:**  
**Reviewed:** 08/22/2023

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

\_\_\_\_\_  
DATE

**Division:** All

**Subject:** Professional Grooming

**Purpose:** To establish a guideline detailing professional grooming and uniform standards that contribute to uniformity of appearance, professionalism, esprit de corps and firefighter safety.

**Scope:** All personnel

### PROCEDURE:

Personnel present an image of competence, efficiency and pride. It is critical to the operations that members are groomed in such a manner to instill confidence in the public. Personnel shall maintain their appearance in a manner consistent with professionalism in the fire service and in keeping with applicable safety and accident prevention standards in the workplace. All individuals shall be clean, neat and well-groomed in consideration of the extremely close personal contact required between personnel and our citizens. All employees of the department are subject to the provisions of this Standard Operating Guideline, and must adhere to the content within this document.

Unless it is specifically addressed, the Fire Chief will be the final authority of items not covered under this guideline.

#### Hair Standards for Suppression Personnel

1. The department recognizes that traditionally acceptable standards for female firefighter hairstyles, and length, may differ considerably from those of male firefighters. Female hairstyles that would normally not conform to the standards outlined in this policy may be pinned up or secured in order to comply while on duty, and shall not interfere with proper wearing of uniform hats or protective equipment, or in any way create a safety hazard.
2. Hair accessories such as clips, rubber bands, pins, combs, or barrettes, must be transparent or similar in color to the individual's hair color and shall be concealed as much as possible. Authorized accessories shall only be worn when needed to restrain or manage hair and at no time allowed for decorative purposes. The devices used must not interfere with safe and proper use of prescribed headgear (fire resistant hoods, SCBA face-piece, etc.).

3. Hair on the top and sides of the head must be neatly groomed. The back of the hair may be either tapered or block cut and may extend to the bottom of the department issued dress/polo shirt collar. Hair may cover to the mid-ear level. Hair must never be of such bulk or length that it will affect the safety of personnel in the performance of firefighting or other emergency operations. For safety reasons, particular emphasis must be placed on a secure and snug fit of personal protective equipment so that maximum protection may be afforded by their use. Personnel may wear their hair, compacted, not to exceed two inches in depth on both sides and top. The length of the hair is not to hinder the proper fit of issued headgear.
4. If bangs are worn, they are to be maintained at mid-forehead level. At no time can bangs interfere with the seal of the mask face-piece or protective helmet.

### **Hair Standards for Administrative Staff & Non-Suppression Personnel**

1. Female's hair may be worn down to a length that does not extend below the pant/belt/skirt line. Personnel may wear their hair, compacted, not to exceed two inches in depth on both sides and top. Styles of hair and accessories will meet standards the fire department deems professionally acceptable, and will be enforced by the appropriate supervisor.
2. Males will follow the same guidelines as those for males covered under Suppression Personnel.

### **General Hair Standards for All Personnel**

1. Hair shall be well trimmed and tapered or layered. Hair shall not be worn in fad styles such as Mohawk, ducktail, mullet, or spikes or in any way that does not meet the goals of the profession and esprit de corps of department. Etching or other extreme cutting styles are also not permitted.
2. Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Striping, spots or dying of color, other than natural tones is prohibited.
3. The wearing of a wig or hairpiece while in uniform shall be allowed for the purpose of covering natural baldness or medical condition. If under these conditions a wig is worn, it shall be of natural appearance, not to interfere with the proper performance of duty and conform to the general provisions of this policy.

### **Facial Hair**

1. The face is to be clean-shaven except as specified. Beards or goatees, of any type (soul patch), are specifically prohibited. In no case, will facial hair come in contact with the seal of the SCBA face-piece. This is per OSHA, NFPA, and SCBA manufacturer's standards and recommendations.
2. Mustaches shall be neat, well-trimmed, and symmetrical at all times provided it does not:
  - a. Latterly extend more than 1 inch from the edges of the mouth
  - b. Extend closer than ½ inch to the horizontal line of the lower jaw
  - c. Exceed a width of ½ inch at any point



- d. Extend more than 1/3 inch over the upper lip
3. Sideburns may not extend more than 2-inches forward of the ear, and shall be no longer than the ear lobe and shall end in a clean horizontal line. They shall not be bushy, flared or more than ½ inch wider at the bottom than their natural width at the top. At a minimum, sideburns will maintain a distance no less than 1 inch from the furthest extension of a mustache.

### **Cosmetics**

1. Cosmetics shall be worn in a conservative fashion, which gives the wearer a natural look. Fingernails shall not be styled in a manner that delays in donning of gloves or compromises the integrity of EMS exposure protection gloves. In no case shall fingernail length extend more than ¼ inch beyond the end of the fingertip. If worn, by suppression personnel, fingernail polish must be transparent or similar in color to the nail or nail bed. Administrative or non-suppression personnel may not wear fingernail polish that distracts from the appearance of the uniform. Extreme or brightly colored fingernail polish shall not be permitted for any employee.

### **Jewelry**

1. Administrative and non-suppression personnel may wear items identified in this policy in a conservative manner, unless specifically mentioned.
2. The wearing of a necklace or medallion about the neck is permitted; however, it may not be displayed, or exposed, by suppression personnel while wearing a Class B or higher uniform.
3. One bracelet, on either wrist, may be worn if the article does not interfere with the use of gloves and turnout gear and is not subject to catching or snagging due to being loose on the wrists.
4. The wearing of rings is not recommended when responding to emergencies due to the potential of injury (e.g., electrical burns, crushing, and entanglement). Rings may be worn if they are not overly large or ornate, and will not subject the individual to potential injury. Rings with projections that may compromise the integrity of EMS exposure protection gloves are not permitted.
5. Any jewelry that interferes with the rapid donning of operationally required gear or distracts attention from the appearance of Class A/B uniforms, are not permitted.
6. Earring, worn by suppression personnel, shall be limited to the style referred to as “ear post”, and are only allowed in the ear lobe. No more than one ear post is allowed per ear. The decorative front of the post shall not exceed ¼ inch in diameter. The ear post may be silver or gold in color only. Hoop, ring or gauge shapes are not permitted.
7. No employee shall wear any other visible piercings while wearing department uniforms or while on duty. This includes, but not limited to facial piercings, nose rings, tongue studs, gauges, etc.

## **Tattoos**

1. The department recognizes that some forms of body art are becoming a more accepted, or tolerated, social practice.
2. Tattoos, body art, or brands on the head, face, or neck area are prohibited. The neck will be defined as any marking that protrudes past the threshold of any department issued t-shirt.
3. Tattoos, body art, or brands that are obscene, sexually explicit, denote a violent or exclusionary group, or advocate or symbolize discrimination against gender, race, religion, ethnicity or nationality, represent gang affiliation, represent narcotics of any form are prohibited. Other tattoos, body art, or brands may be generally visible to others that are not prejudicial to good order.
4. Employees shall not be considered in violation of this particular section of the guideline if he, or she, obtained the marking prior to the implementation of this guideline. Within 30 days of this SOG's execution, the Fire Chief shall formally determine if the currently approved long sleeved uniforms must be worn in order to cover such prohibited markings.
5. Tattoos, body art, or brands on other parts of the body not mentioned are acceptable as long as they are covered by the employee's duty uniform.

## **Implementation**

All new employees shall comply with this SOG upon the start of employment. Existing personnel are to be in compliance with this SOG within 2 weeks of the date of issue.

## **Failure to Comply**

In the event that an employee violates any part of this policy corrective action will be taken per the disciplinary actions found in the department's disciplinary manual. The level of corrective action will depend upon the offense.