



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, JULY 25, 2023  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

1. Fire Department - Engineer Promotion - Corey Baldrige

**Public Commentary**

**Approval of Minutes**

- [2.](#) June 27, 2023

**Police Department**

- [3.](#) Crime/Crash Statistics June 2023
- [4.](#) Financial Statistics June 2023
- [5.](#) Written Directive Review

**Fire Department**

- [6.](#) Statistical Report for June, 2023
- [7.](#) Financial Report for June, 2023
- [8.](#) FD-Reviewed SOPs
  1. GP-13 Disciplinary procedures for misuse of information from Georgia Crime Information Center
  2. GP-14 Media protection for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network
  3. GP-15 Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network Man-made/Natural Disaster Policy
  4. T-2 Live Fire Training Evolutions

**Adjournment**

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
JUNE 27, 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, Deputy Fire Chief Mike Russell, Police Chief Cliff Cason, Attorney Jason Connell from the City Attorney's Office, and Council member Annalee Sams. Commissioner Anthony Walker, Fire Chief Todd Pangle, and City Administrator Andrew Parker were absent.

AGENDA APPROVAL

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

PUBLIC COMMENTARY

There were no public comments.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for May 25, 2023. On the motion of Commissioner Mathis, second Commissioner Brown, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for May 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of May 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 1% lower and Part II crimes are approximately 12.2% lower when compared to the past 5-year average. Chief Cason further reported there were 108 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 Mathis, the report was approved. The complete report in its entirety is a part of these minutes. The vote was unanimous in favor.

Financial Statistics for May 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of May 2023. Chief Cason reported the department has expended 35.1% of the budget, and are on track for the remainder of the FY 2023.

On the motion of Commissioner Brown, second Commissioner Mathis, 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

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

- 5.2 Less-lethal weapons
- 5.3 Conducted Energy Weapons
- 6.3 All Hazards Plan
- 7.16 License Plate Recognition Systems

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

## FIRE DEPARTMENT

### Monthly Statistical Report – May 2023

Deputy Fire Chief Mike Russell presented the May 2023 Statistical Report to the Commission. Deputy Chief Russell outlined details of the complete report, which included the Incident Report with 303 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 Mathis, 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 – May 2023

Fire Chief Mike Russell presented the Financial Report for the month of May 2023 to the Commission. Chief Russell stated the department is approximately 3.5% under budget, has expended 29.9% the budget, and are on track for the remainder of the FY 2023.

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

### Sutphen Heavy Rescue Proposal Package (Informational)

Deputy Fire Chief Mike Russell presented for informational purposes the complete Sutphen Heavy Rescue Proposal Package recently approved by the Mayor & Council for the purchase of a fire truck. No action was taken. A copy of the proposal package is a part of these minutes.

### Reviewed SOG / Revised SOP

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

- Reviewed SOP – ENF-1 Enforcement of Fire Lane Violations
- Reviewed SOP – C-2 Radio Check
- Revised SOP – ENF-2 Enforcement of False Nuisance Alarms

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 9:22 a.m.

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Truman Whitfield, Chairman

ATTEST:

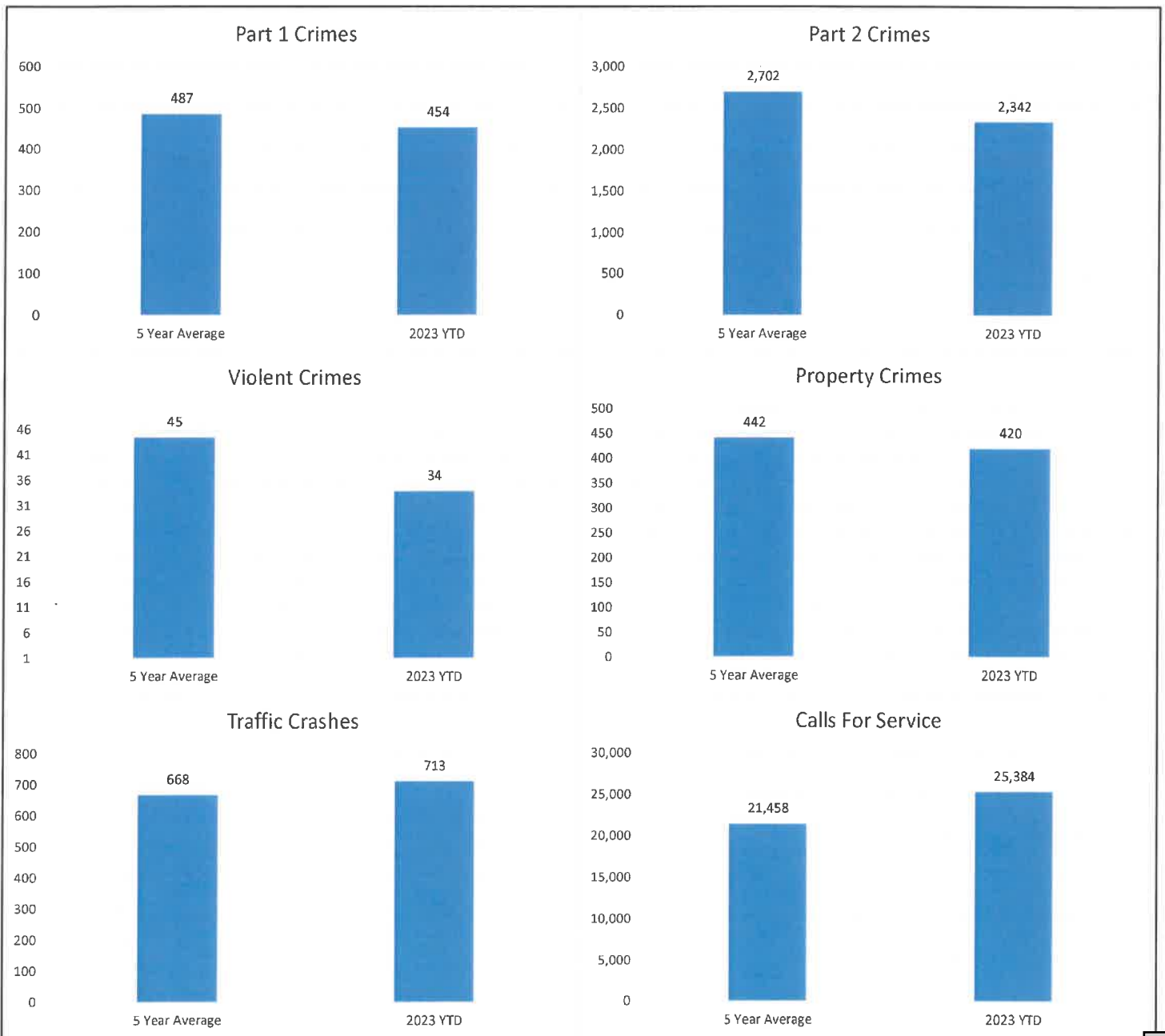
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Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JULY 25, 2023**

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

**General**

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 6.78% lower than the five-year average. Part 2 crimes have decreased by approximately 13.3% during the same time. Property crimes show a decrease of approximately 5.1% from the five-year average. Violent crimes show a decrease of approximately 23.8% when compared to the five-year average. Traffic crashes are approximately 6.7% higher than the five-year average. Calls for service show an increase of approximately 18.3% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JULY 25, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023  
June 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	553	438	417	445	454	
Homicides	0	0	1	1	0	
Rape	10	4	9	7	12	
Robbery	2	9	2	10	5	
Aggravated Assault	35	33	36	30	17	
<b>Violent Crime Totals</b>	<b>47</b>	<b>46</b>	<b>48</b>	<b>48</b>	<b>34</b>	
Burglary	47	47	47	40	21	
Larceny-Theft	434	312	263	324	374	
Motor Vehicle Theft	25	33	58	33	24	
Arson	0	0	1	0	1	
<b>Property Crime Totals</b>	<b>506</b>	<b>392</b>	<b>369</b>	<b>397</b>	<b>420</b>	
Violent Crime Clearance	91%	65%	60%	60%	59%	
Property Crime Clearance	48%	31%	43%	47%	56%	
Part I Arrests	232	137	131	153	175	
Citations	6,561	6,151	4,957	6,026	8,913	
Calls for Service	22,110	25,026	19,965	19,593	25,384	
Traffic Crashes	714	563	684	693	713	

**Analysis**

In the year to date 2023 there have been 454 Part 1 crimes reported, compared to 445 in 2022. Traffic crashes have increased approximately 2.9% from 2022. Calls for service have increased by approximately 29.6% from 2022.

There have been 34 violent crimes reported 2023 YTD compared to 48 reported violent crimes 2022 YTD. There have been 17 aggravated assaults reported in 2023 compared to 30 in 2022. Year to date property crimes have shown an increase of approximately 5.8% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 5.06% lower than the average of 442. Violent crime numbers are approximately 23.77% lower than the five-year average of 44.6.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JULY 25, 2023**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS				
			2023	2022			2023	2022			2023	2022	
	6/23	6/22	YTD	YTD	6/23	6/22	YTD	YTD	6/23	6/22	YTD	YTD	
<b>Part I Offenses</b>													
Homicide	0	0	0	1	0	0	0	0	0	0	0	1	
Rape	1	2	12	7	0	3	2	4	0	2	1	2	
Robbery	2	4	5	10	1	0	6	14	1	0	6	14	
Aggravated Assault	2	8	17	30	1	5	12	11	1	5	11	9	
Burglary	5	11	21	40	1	4	12	11	0	1	5	4	
Larceny - Theft	41	64	374	324	29	40	213	164	18	32	148	119	
Motor Vehicle Theft	5	6	24	33	2	2	10	10	2	1	3	4	
Arson	0	0	1	0	0	0	1	0	0	0	1	0	
<b>PART I SUBTOTAL</b>	<b>56</b>	<b>95</b>	<b>454</b>	<b>445</b>	<b>34</b>	<b>54</b>	<b>256</b>	<b>214</b>	<b>22</b>	<b>41</b>	<b>175</b>	<b>153</b>	
<b>Part II Offenses</b>													
Other Assaults - not agg.	34	34	163	173	32	29	144	141	21	15	87	90	
Forgery/Counterfeiting	1	5	40	38	1	1	22	13	1	1	17	10	
Fraud	12	7	114	87	2	3	24	17	1	2	19	11	
Embezzlement	0	0	0	0	0	0	1	0	0	0	0	0	
Stolen Property	1	0	4	8	1	0	3	4	1	0	3	4	
Vandalism	26	19	127	116	5	12	44	39	1	6	29	24	
Weapons Violations	6	2	21	24	8	3	26	22	8	3	26	22	
Commercial Sex	0	1	0	1	0	0	0	0	0	0	0	0	
Other Sex Offenses	7	3	28	25	3	2	15	13	2	1	6	3	
Drug Sales	1	6	19	34	4	4	17	29	4	4	17	24	
Drug Possession	13	26	107	138	10	22	90	106	5	18	67	86	
Gambling	0	0	0	0	0	0	0	0	0	0	0	0	
Offenses Against Family/Children	6	2	26	22	4	3	18	17	2	2	14	14	
Liquor Violations	6	7	31	45	5	5	27	39	5	5	27	39	
Drunkenness	8	8	38	50	7	8	40	45	7	8	40	45	
Other Disorderly Conduct	14	9	78	69	16	4	91	58	13	3	73	43	
Curfew Violations	0	1	6	4	0	1	7	2	0	1	6	2	
All Other Offenses	214	196	1439	1266	298	229	1847	1512	278	214	1733	1372	
DUI	27	17	101	103	27	16	101	101	27	16	101	101	
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0	
<b>PART II SUBTOTAL</b>	<b>376</b>	<b>343</b>	<b>2342</b>	<b>2203</b>	<b>423</b>	<b>342</b>	<b>2517</b>	<b>2158</b>	<b>376</b>	<b>299</b>	<b>2265</b>	<b>1890</b>	
<b>PART I AND II TOTAL</b>	<b>432</b>	<b>438</b>	<b>2796</b>	<b>2648</b>	<b>457</b>	<b>396</b>	<b>2773</b>	<b>2372</b>	<b>398</b>	<b>340</b>	<b>2440</b>	<b>2043</b>	
<b>Crashes</b>			<b>2023</b>	<b>2022</b>	<b>Enforcement</b>						<b>2023</b>	<b>2022</b>	
	<b>6/23</b>	<b>6/22</b>	<b>YTD</b>	<b>YTD</b>					<b>6/23</b>	<b>6/22</b>	<b>YTD</b>	<b>YTD</b>	
Public Roadway	137	106	713	693					Citations	683	372	3,802	3,233
									Warnings	833	406	5,111	2,793
911 Calls	4,154	3,351	25,384	19,593					Totals	1,516	778	8,913	6,026

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JULY 25, 2023**

**June 2023 Crash Statistics**

In June 2023 there were 137 non-private property crashes reported. Injury crashes decreased compared to the previous month while total injuries increased. Angle crashes were the most prevalent during June 2023. Distracted driving was the leading contributing factor in non-injury crashes. Disregarding stop sign/signal was the leading contributing factor in injury crashes. Walnut Ave had the highest number of non-injury crashes. Walnut Ave and Thornton Ave had the highest number of injury crashes.

<b>June 2023 Crash Statistics</b>						
<b>Total Crashes</b>	<b>June 2023</b>	<b>May 2023</b>	<b>Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>Change</b>
	137	108	26.9%	713	693	2.9%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	25	17	8	0	0	9
<b>Total Injuries</b>	39					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
4	7	22		20		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	17		0000 - 0559	5		
Tuesday	23		0600 - 0859	11		
Wednesday	32		0900 - 1059	15		
Thursday	27		1100 - 1359	24		
Friday	21		1400 - 1559	23		
Saturday	9		1600 - 1859	40		
Sunday	8		1900 - 2159	17		
			2200 - 2359	2		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	56		Distracted	22		
Rear End	44		Failure to Yield	20		
Sideswipe - Same Direction	15		Following Too Closely	20		
Collision With Object	13		Disregard Stop Sign/Signal	14		
Head On	5		Changed Lanes Improperly	13		
Sideswipe - Opposite Direction	4					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	26	19.0%	8	20.5%		
Thornton Ave	9	6.6%	8	20.5%		
Tibbs Rd	9	6.6%	2	5.1%		
Glenwood Ave	8	5.8%	0	0.0%		
Chattanooga Rd	5	3.6%	3	7.7%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
June 2023	Glenwood Ave, Walnut Ave, E Morris		40	326		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING

JULY 25, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR JUNE 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 44.4% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2023 goals and meet the needs of the department.



# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 06

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
<b>321000 PD ADMINISTRATION</b>									
321000	511100	WAGES - REGULAR	477,000	0	477,000	227,910.64	249,089.36	47.8%	
321000	511300	WAGES - OVERTIME	1,700	0	1,700	27.82	1,672.18	1.6%	
321000	512100	GROUP INSURANCE	38,780	0	38,780	13,312.30	25,467.70	34.3%	
321000	512200	FICA & MEDICARE	37,000	0	37,000	17,930.73	19,069.27	48.5%	
321000	512401	RETIREMENT DCP	14,940	0	14,940	7,090.57	7,849.43	47.5%	
321000	512402	RETIREMENT DBP	40,250	0	40,250	20,029.25	20,220.75	49.8%	
321000	512403	RETIREMENT STATE	1,200	0	1,200	600.00	600.00	50.0%	
321000	512700	WORKERS COMPENSAT	10,100	0	10,100	5,049.00	5,049.00	50.0%	
321000	512900	OTHER EMPLOYEE BE	3,750	0	3,750	1,411.64	2,338.36	37.6%	
321000	512915	CLEANING ALLOWANC	1,800	0	1,800	356.25	1,443.75	19.8%	
321000	512916	CLOTHING ALLOWANC	1,800	0	1,800	900.00	900.00	50.0%	
321000	521210	PROFESSIONAL - LE	20,000	0	20,000	2,385.00	17,615.00	11.9%	
321000	521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	4,000.00	100.0%	
321000	522220	EQUIPMENT MAINT &	5,000	0	5,000	2,418.01	2,561.99	48.4%	
321000	522230	VEHICLE REPAIRS &	4,000	0	4,000	951.59	3,048.41	23.8%	
321000	522320	RENTAL - EQUIPMEN	9,000	0	9,000	2,654.79	6,235.41	30.7%	
321000	523100	INSURANCE COMMERC	118,000	0	118,000	141,833.00	-23,833.00	120.2%	
321000	523200	COMMUNICATIONS	50,000	0	50,000	21,825.34	28,174.66	43.7%	
321000	523210	POSTAGE	3,500	0	3,500	682.69	2,817.31	19.5%	
321000	523400	PRINTING & BINDIN	3,000	0	3,000	1,733.20	1,266.80	57.8%	
321000	523500	TRAVEL	9,000	0	9,000	5,907.37	3,092.63	65.6%	
321000	523600	DUES & FEES	4,000	0	4,000	1,115.37	2,884.63	27.9%	
321000	523630	RADIO SUBSCRIBER F	27,000	0	27,000	4,552.00	3,948.00	85.8%	
321000	523700	TRAINING & EDUCAT	7,500	0	7,500	8,907.57	2,948.00	60.7%	
321000	523850	CONTRACT LABOR	5,400	0	22,400	8,907.57	13,492.43	39.8%	
321000	523920	SOFTWARE LICENSES	177,900	17,000	177,900	105,456.53	72,443.47	59.3%	
321000	531100	SUPPLIES - GENERA	800	0	800	153.20	646.80	19.2%	
321000	531250	SUPPLIES - OFFICE	2,000	0	2,000	25.99	1,974.01	1.3%	
321000	531270	GASOLINE	1,000	0	1,000	.00	1,000.00	.0%	
321000	531270	MEALS - FOOD	6,000	0	6,000	2,599.63	3,400.37	43.3%	
321000	531300	SMALL EQUIPMENT	2,000	0	2,000	.00	2,000.00	100.0%	
321000	531600	OTHER SUPPLIES	1,400	0	1,400	531.59	1,468.41	26.6%	
321000	531700	OTHER SUPPLIES	2,000	0	2,000	.00	.00	.0%	
<b>TOTAL PD ADMINISTRATION</b>			<b>1,090,820</b>	<b>17,000</b>	<b>1,107,820</b>	<b>622,908.27</b>	<b>109,80</b>	<b>484,801.93</b>	<b>56.2%</b>

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 06

ACCOUNTS FOR: GENERAL FUND - OPERATING ORIGINAL APPROP TRANSFRS/ ADJUSTM'S REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

322100 PD CRIMINAL INVESTIGATION DIV

322100	511100	WAGES - REGULAR	1,092,350	0	1,092,350	492,100.57	.00	600,249.43	45.0%
322100	511300	WAGES - OVERTIME	48,700	0	48,700	3,176.36	.00	45,523.64	6.5%
322100	512100	GROUP INSURANCE	212,400	0	212,400	92,414.96	.00	119,985.04	43.5%
322100	512200	FICA & MEDICARE	87,300	0	87,300	37,468.88	.00	49,831.12	42.9%
322100	512401	RETIREMENT DCP	78,500	0	78,500	29,221.86	.00	49,278.14	37.2%
322100	512402	RETIREMENT DBP	44,500	0	44,500	27,672.92	.00	16,827.08	62.2%
322100	512403	RETIREMENT STATE	4,500	0	4,500	2,050.00	.00	2,450.00	45.6%
322100	512700	WORKERS COMPENSAT	28,680	0	28,680	14,340.00	.00	14,340.00	50.0%
322100	512900	OTHER EMPLOYEE BE	6,800	0	6,800	3,038.24	.00	3,761.76	44.7%
322100	512915	CLEANING ALLOWANC	4,000	0	4,000	1,708.00	.00	2,292.00	42.7%
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	3,386.21	.00	3,113.79	11.0%
322100	522230	VEHICLE REPAIRS &	7,000	0	7,000	3,439.44	.00	3,560.56	49.1%
322100	523500	TRAVEL	14,400	0	14,400	8,301.85	.00	6,098.15	57.7%
322100	523600	DUES & FEES	5,500	0	5,500	300.00	.00	5,200.00	5.5%
322100	523700	TRAINING & EDUCAT	14,400	0	14,400	8,338.00	.00	6,062.00	57.9%
322100	523900	PEPI OTHER PURCHAS	25,000	0	25,000	1,066.03	.00	25,000.00	0.0%
322100	531100	SUPPLIES - GENERA	3,500	0	3,500	1,336.24	.00	2,163.76	33.4%
322100	531110	SUPPLIES - OFFICE	4,000	0	4,000	.00	.00	3,400.00	0.0%
322100	531250	OIL	3,400	0	3,400	.00	.00	3,400.00	0.0%
322100	531270	GASOLINE	18,500	0	18,500	6,658.13	.00	11,841.87	36.0%
322100	531300	MEALS - FOOD	700	0	700	.00	.00	700.00	0.0%
322100	531600	SMALL EQUIPMENT <	0	300	300	126.48	.00	173.52	42.2%
322100	531700	OTHER SUPPLIES	5,000	300	4,700	976.35	.00	3,723.64	20.8%
322100	542400	COMPUTERS & COMP	14,400	0	14,400	14,400.00	.00	.00	100.0%
TOTAL PD CRIMINAL INVESTIGATION DIV			1,736,030	0	1,736,030	752,663.53	.00	983,366.47	43.4%

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 06

ACCOUNTS FOR: GENERAL FUND - OPERATING

322300 PD PATROL

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
322300 511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	1,707,332.29	6,601.47	2,256,367.71	43.1%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	32,085.23	.00	35,714.77	47.3%
322300 512100	GROUP INSURANCE	611,670	0	611,670	283,509.45	.00	328,160.55	46.4%
322300 512200	FICA & MEDICARE	309,750	0	309,750	132,288.07	.00	177,461.93	42.7%
322300 512401	RETIREMENT DCP	352,600	0	352,600	152,779.97	.00	199,820.03	43.3%
322300 512402	RETIREMENT DBP	60,800	0	60,800	20,675.22	.00	40,124.78	34.0%
322300 512403	RETIREMENT STATE	21,500	0	21,500	8,375.00	.00	13,125.00	39.0%
322300 512700	WORKERS COMPENSAT	121,380	0	121,380	60,690.00	.00	60,690.00	50.0%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	10,901.07	.00	14,498.93	42.9%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	3,646.25	.00	6,353.75	36.5%
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	37,749.84	620.30	22,029.86	63.5%
322300 522230	SHOP VEHICLE EXP -	128,000	0	128,000	54,021.20	.00	73,978.80	42.2%
322300 523500	TRAVEL	64,500	0	64,500	28,887.40	2,676.93	32,935.67	48.9%
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	14,773.22	.00	29,226.78	33.6%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	2,565.08	.00	2,934.92	40.6%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	504.79	.00	2,495.21	16.8%
322300 531120	UNITFORMS	64,000	0	64,000	8,658.77	404.99	54,936.24	14.2%
322300 531250	OIL	3,000	0	3,000	.00	.00	3,000.00	0%
322300 531270	GASOLINE	175,000	0	175,000	66,236.91	.00	108,763.09	37.8%
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	22,272.79	2,824.25	10,197.96	71.1%
322300 531700	OTHER SUPPLIES <	5,000	0	5,000	957.08	75.00	3,967.92	20.6%
TOTAL PD PATROL		6,154,195	-4,600	6,149,595	2,658,926.58	6,601.47	3,484,066.95	43.3%

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 06

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

322400 PD SUPPORT SERVICES

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322400 511100	WAGES - REGULAR	687,750	0	687,750	322,667.60	.00	365,082.40	46.9%
322400 511200	WAGES - PART TIME	12,000	0	12,000	.00	.00	12,000.00	.0%
322400 511300	WAGES - OVERTIME	11,375	0	11,375	1,384.07	.00	9,990.93	12.2%
322400 512100	GROUP INSURANCE	162,720	0	162,720	63,331.63	.00	99,188.37	39.0%
322400 512200	FICA & MEDICARE	54,400	0	54,400	24,284.33	.00	30,115.67	44.6%
322400 512401	RETIREMENT DCP	40,300	0	40,300	16,693.10	.00	23,606.90	41.4%
322400 512402	RETIREMENT DBP	37,000	0	37,000	18,088.68	.00	18,911.32	48.9%
322400 512403	RETIREMENT STATE	1,200	0	1,200	625.00	.00	575.00	52.1%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	10,920.00	.00	10,920.00	50.0%
322400 512900	OTHER EMPLOYEE BE	4,200	0	4,200	1,909.95	.00	2,290.05	5.0%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	119.25	.00	2,280.75	5.0%
322400 512916	CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
322400 521300	TECHNICAL CONTRAC	18,500	0	18,500	2,537.00	.00	15,963.00	13.7%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	4,480.25	.00	9,019.75	33.2%
322400 522210	BUILDING REPAIRS &	40,000	0	40,000	11,902.51	.00	27,895.89	30.3%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	702.10	.00	2,297.90	23.4%
322400 523500	TRAVEL	21,000	0	21,000	2,316.94	.00	18,683.06	11.0%
322400 523600	DUES & FEES	2,700	0	2,700	744.92	.00	1,955.08	27.6%
322400 523620	CREDIT CARD & BAN	450	0	450	169.55	.00	280.45	37.7%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	15,942.27	.00	5,057.73	75.9%
322400 531100	SUPPLIES - GENERA	3,500	0	3,500	615.84	98.90	2,785.26	20.4%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	756.01	.00	2,443.99	23.6%
322400 531120	UNIFORMS	4,000	0	4,000	633.35	.00	3,366.65	15.8%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155	SUPPLIES - BULLDI	28,000	0	28,000	4,365.68	34.50	23,599.82	15.7%
322400 531200	UTILITIES	62,500	0	62,500	24,319.24	.00	38,180.76	38.9%
322400 531250	OIL	300	0	300	.00	.00	300.00	.0%
322400 531270	GASOLINE	8,000	0	8,000	3,116.75	.00	4,883.25	39.0%
322400 531300	MEALS - FOOD	500	0	500	441.19	.00	58.81	88.2%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	22.00	179.28	13,798.72	1.4%
TOTAL PD SUPPORT SERVICES		1,282,435	0	1,282,435	533,589.21	514.28	748,331.51	41.6%

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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

**322600 CUSTODY OF PRISONERS**

322600	523900	OTHER PURCHASED S	105,000	0	105,000	36,957.33	32.00	68,010.67	35.2%
		TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	36,957.33	32.00	68,010.67	35.2%
		TOTAL GENERAL FUND - OPERATING	10,368,480	12,400	10,380,880	4,605,044.92	7,257.55	5,768,577.53	44.4%
		TOTAL EXPENSES	10,368,480	12,400	10,380,880	4,605,044.92	7,257.55	5,768,577.53	

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	12,400	10,380,880	4,605,044.92	7,257.55	5,768,577.53	44.4%

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

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
<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	-93.28	.00	93.28	100.0%
210001 361400 STATE INTEREST INC	-250	0	-250	-1,849.01	.00	1,599.01	739.6%
210001 361400 TREAS INTEREST TRE	-50	0	-50	-302.04	.00	252.04	604.1%
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>-35,649.59</b>	<b>.00</b>	<b>-20,650.41</b>	<b>63.3%</b>

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023\_06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0710 CONFISCATED ASSETS							
<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	8,066.58	.00	14,933.42	35.1%
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	17,745.26	.00	47,854.74	27.1%
TOTAL CONFISCATED ASSETS	9,300	0	9,300	-17,904.33	.00	27,204.33	-192.5%
TOTAL REVENUES	-56,300	0	-56,300	-35,649.59	.00	-20,650.41	
TOTAL EXPENSES	65,600	0	65,600	17,745.26	.00	47,854.74	



# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	-17,904.33	.00	27,204.33	-192.5%

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

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370001 REVENUES</b>								
370001	361400	INTEREST INCOME	0	-36,095	-36,095.26	-36,095.26	.00	.26 100.0%
TOTAL REVENUES			0	-36,095	-36,095.26	-36,095.26	.00	.26 100.0%

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

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

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>0370 CAPITAL ACQUISITION FUND</b>							
<b>370005 EXPENDITURES</b>							
370005 522210 350 FACILITY REPAIR	0	219,092	219,092	219,092.46	.00	130,387.29	100.0%
370005 522210 610 FACILITY REPAIR	0	240,758	240,758	.00	110,370.90	1,200,000.00	45.8%
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	323	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	.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	234,981.00	853,602.00	898,000.00	54.8%
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	22,633	.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	1,994,641.65	1,376,656.05	7,192,400.41	31.9%
TOTAL CAPITAL ACQUISITION FUND	0	3,904,903	3,904,903	-4,664,130.51	1,376,656.05	7,192,377.57	-84.2%
TOTAL REVENUES	0	-6,658,795	-6,658,795	-6,658,772.16	1,376,656.05	-22,84	
TOTAL EXPENSES	0	10,563,698	10,563,698	1,994,641.65	1,376,656.05	7,192,400.41	

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 06

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	3,904,903	3,904,903	-4,664,130.51	1,376,656.05	7,192,377.57	-84.2%

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

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

DATE	392100 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST. Records Unit	342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	MISCELLANEOUS ACCOUNT 389000 (POLIC):						334000 S.S TASK FORCE OVERTIME ***	342310 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT				
						2095.00 GEARS Reports	4975.00	6650.00	PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS					GRANT REM. **	GRANT NAME	11. TASK FORCE OVERTIME	
CUM	4512.37	4450.00	2095.00	4975.00	0.00	6650.00	20.00	0.00	89.20	0.00	0.00	0.00	0.00	0.00	974.01	0.00	0.00	17966.58	
JUNE																			
6/1/2023		30.00																	30.00
6/2/2023		30.00				50.00													80.00
6/5/2023		75.00	475.00			25.00													575.00
6/6/2023		45.00																	45.00
6/7/2023		30.00																	30.00
6/8/2023		45.00					5.00												50.00
6/9/2023		45.00																	45.00
6/12/2023		15.00																	15.00
6/13/2023		30.00				100.00													130.00
6/14/2023		45.00																	45.00
6/16/2023		60.00																	60.00
6/19/2023		60.00																	60.00
6/20/2023		45.00																	45.00
6/21/2023		30.00				125.00													155.00
6/22/2023		30.00																	30.00
6/26/2023		30.00																	30.00
6/27/2023		30.00																	30.00
6/28/2023		30.00																	30.00
6/28/2023		90.00																	90.00
JUNE TOTALS	0.00	795.00	475.00	225.00	0.00	75.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1575.00	
CUM TOTALS	4512.37	5245.00	2570.00	5200.00	0.00	725.00	25.00	0.00	89.20	0.00	0.00	0.00	0.00	0.00	974.01	0.00	0.00	19541.58	
JUSTICE - Federal Forfeiture Funds:			13,399.86																
TREASURY - Federal Forfeiture Funds:			27,730.25																
State Drug Seizure Funds:			183,856.29																

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					167,927.96
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	166,280.33
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,050.33
1/31/2023		Interest Credit	388.79		166,439.12
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,231.62
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,149.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,083.02
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,001.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.11
2/27/2023		Cadwell Seizure	666.00		166,667.11
2/27/2023		Faulkenberry Seizure	2,075.00		168,742.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,686.11
2/27/2023	PO 21230007	AT&T Dec 29 - Jan 28 Cell Phones		1,645.22	167,040.89
2/28/2023		Interest Credit	280.28		167,321.17
3/31/2023		Interest Credit	312.64		167,633.81
4/4/2023	PO 21230008	AT&T Jan 29 - Feb 28 Cell Phones		1,606.11	166,027.70
4/4/2023		GovDeals Sold - Ninja Blender & Cookware Set	180.00		166,207.70
4/4/2023		GovDeals Sold - Misc. Men's Clothing & Electric Toothbrushes	108.00		166,315.70
4/4/2023		GovDeals Sold - Kitchen Aid Mixer	259.87		166,575.57
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	75.37		166,650.94
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	72.37		166,723.31
4/4/2023		GovDeals Sold - Folding Wagon, Metal Trash Can & Outdoor Speaker	70.12		166,793.43
4/4/2023		GovDeals Sold - Twin Size Air Mattress & Full/Queen Size Comforter Set	56.25		166,849.68
4/4/2023		GovDeals Sold - Air Force 1 Women's Shoes	78.75		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	WCSC - 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	WCSC - 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	CALFA Annual Continuation Fee		4,595.00	183,545.56
6/30/2023		Interest Credit	310.73		183,856.29



Federal Forfeitures Fund  
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/06/2023		Balance			0.00
2/28/2023		Balance			0.00
3/07/2023	21-DEA-671143 21-DEA-671137 19-FBI-003144 19-FBI-003156	Funds were received last year but they were just now transferred to this account from the General Fund account.	13,306.58		13,306.58
3/31/2023		Interest	20.05		13,326.63
3/31/2023		Service Charge		8.00	13,318.63
4/03/2023		Service Charge Refund	8.00		13,326.63
4/28/2023		Interest	22.49		13,349.12
5/31/2023		Interest	26.55		13,375.67
6/30/2023		Interest	24.19		13,399.86

**Federal Forfeitures Fund  
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/31/2023		Interest Credit	64.12		27,416.76
2/28/2023		Interest Credit	46.39		27,480.88
3/31/2023		Interest Credit	51.44		27,527.27
4/28/2023		Interest Credit	46.54		27,578.71
5/31/2023		Interest Credit	54.95		27,625.25
6/30/2023		Interest Credit	50.05		27,680.20
					27,730.25
			313.49		

To: Public Safety Commission  
From: Chief Cliff Cason  
Date: July 14, 2023  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
7.12	1	<b><u>Confidential Expenditures</u></b> Updated Revision and Re-evaluation dates

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO92-7.12</b>
<i>Subject</i> <b>Confidential Expenditures</b>		
<i>Reference</i> <b>CALEA Standard – 17.4.2</b>		<i>Revised</i> <del>July 27, 2021</del> <b>July 25, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>July 2023</del> <b>July 2025</b>	<i>No. Pages</i> <b>11</b>

## I. Policy

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

## II. Definitions

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

## III. Procedures

- A. Personnel Authorized to Expend Funds

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

**B. Authorized Expenditure**

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

**C. Expenditure Restrictions**

Expenditures are subject to the following additional restrictions:

1. Expenditures over \$500 require the approval of a DEU, Patrol Special Operations, or CID Supervisor. All expenditures over \$1,500 require the approval of the Chief of Police or his / her designee.
2. Evidence purchase operations of over \$500.00 require a minimum of four (4) Officers; two (2) Officers for Informant control and two (2) Officers to confront the target if the operation is compromised.

**RESTRICTED LAW ENFORCEMENT DATA**

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3. Special Operation Clothing, Equipment, and Supplies

This section does not refer to standard civilian clothing or office equipment and supplies. This section refers to specific types of items in each category:

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

4. Food and Lodging

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

5. Travel Expenses

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

6. Requests for Reimbursement of Non-departmental Personal Funds

- a. All requests for reimbursements must be signed by the approving authority, recorded on the Confidential Source / Informant Payment Receipt, and submitted to the Funds Custodian(s).
- b. Requests for reimbursement are only authorized as an emergency expenditure and must have the telephonic approval of one of the designated approving authorities. Expenses may be pre-approved for reimbursement by approving authorities if they are anticipated by the Officer and specific guidelines are identified and an

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operational plan designed. An example of a pre-approved expenditure: a target of a surveillance operation is anticipated to possibly be en route to Any Town, USA. If the surveillance ensues, Officers involved in the operation will be authorized reimbursement for authorized expenses incurred. Pre-approved requests for reimbursement expenditures must be documented on an inter-office memorandum prior to commencement of an operation.

7. Payment of Rewards for Information Given in a Major Case Resulting in Arrest and Prosecution of a Suspect
  - a. At the completion of adjudication of criminal charges, the lead case Investigator shall submit a recommendation for reward payment with a description of the level of assistance rendered by the witness. The recommendation shall be forwarded to the CID Division Commander and then to the Chief of Police for review.
  - b. A W-9 tax form shall be submitted to the City of Dalton Finance Department to establish the payee as a one-time vendor. The payee shall then sign the detail portion of the check to acknowledge receipt of the funds. This detail portion shall also be signed, as a witness, by the CID Division Commander and one other Department member. The detail portion of the check, along with a copy of the request letter, shall be maintained in the Property and Evidence Section.

D. Issuance of Funds

Officers assigned to the SSTF and the DEU shall be issued PEPI funds to have on hand. The unit Supervisor, upon approval of the Division Commander, shall determine the amount of funds issued to each unit member. These funds shall be used in accordance with this policy and shall be subject to inspection at any time. The Officer who expended the funds shall complete the Confidential Source / Informant Payment Receipt (Exhibit A) prior to the conclusion of the operation or debriefing. Prior to the end of the Officer's shift the Confidential Source / Informant Payment Receipt shall be forwarded to the appropriate Supervisor. The Supervisor shall forward the Confidential Source / Informant Payment Receipt to the Funds Custodian(s) for filing and re-issuance of funds.

E. Requests for Cash Advances

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

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

F. Fund Use for Evidence Purchases

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

G. Payment of Confidential Sources and Confidential Informants

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

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

IV. **Funds Deposits and Verification**

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

V. **Funds Custodian(s)**

- A. The Property and Evidence Technician(s) is designated as the Funds Custodian(s).
- B. The confidential expenditure funds shall be maintained in appropriate containers provided for such purposes and secured within the Property and Evidence Section.

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

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

- A. Unless specifically authorized by the Division Commander, no confidential expenditure funds shall be "fronted" or given in advance to any target of an investigation during the course of the investigation. It shall be the responsibility of the approving authorities with the authorization of the Division Commander to determine the use of the front money, weighing the risk of its loss versus the termination of the attempted purchase.

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

VII. **Loss or Theft of Funds**

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

VIII. **Funds Audit**

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

*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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EXHIBIT A

NUMBER

**CONFIDENTIAL SOURCE REPORT / INFORMANT PAYMENT RECEIPT**

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

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

Describe: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_ Case Number \_\_\_\_\_

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

Attachments: \_\_\_\_\_ Number of attachments: \_\_\_\_\_ Receipts attached:  Yes  No

\_\_\_\_\_  
Signature of REQUESTING OFFICER

\_\_\_\_\_  
Signature of PAYEE

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
FUNDS RECEIVED / sign and date

\_\_\_\_\_  
SUPERVISOR signature

\_\_\_\_\_  
Signature of FUNDS CUSTODIAN

**EPF CSR 090127**

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**Exhibit B**

**CONFIDENTIAL SOURCE REPORT**

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

1. IDENTIFYING DATA

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

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

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

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

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

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

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

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

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

Intelligence files checked: Yes ( ) No ( )

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

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

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

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

\*\*\*\*\*

2. GENERAL NATURE OF SERVICE OR INFORMATION EXPECTED

(Check one or more)

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

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

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

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

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

(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.

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- 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.

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

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TRUE NAME (Signature) TRUE NAME (Printed)

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WITNESS DATE/TIME

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Approving Supervisor DATE/TIME

DET CPR 920124 R0719



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 06/01/23 - 06/30/23 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)
118	Trash or rubbish fire, contained	1	0.32%	0	4	0	0	1	0.00	0	0.73	.733333	3.20
142	Brush or brush-and-grass mixture fire	2	0.64%	0	9	0	0.5	3	0.00	0.5	3.80	4.216666	5.66
151	Outside rubbish, trash or waste fire	1	0.32%	0	15	0	1	5	0.00	1	4.53	2.133333	4.50
154	Dumpster or other outside trash receptacle fire	1	0.32%	0	3	0	0	1	0.00	0	1.30	1.300000	4.65
311	Medical assist, assist EMS crew	205	65.29%	0	0	3.2	0.03	0	1.01	0.02	0.95	192.533320	4.68
322	Motor vehicle accident with injuries	18	5.73%	0	0.17	6.56	0.17	0.06	2.00	0.17	3.16	45.499997	3.81
324	Motor vehicle accident with no injuries.	8	2.55%	0	0.75	5.25	0.13	0.25	1.75	0.13	1.70	9.549998	3.72
331	Lock-in (if lock out , use 511 )	1	0.32%	0	3	0	0	1	0.00	0	0.15	.150000	0.00
353	Removal of victim(s) from stalled elevator	1	0.32%	0	3	0	1	1	0.00	1	1.27	1.266666	6.25
400	Hazardous condition, other	1	0.32%	0	3	0	0	1	0.00	0	2.55	2.550000	5.23
412	Gas leak (natural gas or LPG)	2	0.64%	0	11	0	1	3.5	0.00	1	7.70	15.049998	3.86
424	Carbon monoxide incident	3	0.96%	0	7	1	0.67	2.33	0.33	0.67	6.11	11.116666	3.13
443	Breakdown of light ballast	1	0.32%	0	15	0	1	5	0.00	1	6.67	5.066666	5.22
444	Power line down	4	1.27%	0	3.25	0	0	1	0.00	0	1.72	6.500000	4.57

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	1	0.32%	0	17	0	1	5	0.00	1	8.10	4.200000	3.83
460	Accident, potential accident, other	1	0.32%	0	3	0	0	1	0.00	0	1.90	1.900000	5.65
500	Service Call, other	2	0.64%	0	3	0	0	1	0.00	0	1.02	2.050000	4.83
510	Person in distress, other	1	0.32%	0	10	0	1	3	0.00	1	3.67	3.500000	5.17
553	Public service	4	1.27%	0	2.25	0.75	0.5	0.75	0.25	0.5	1.17	4.166666	3.67
554	Assist invalid	1	0.32%	0	0	3	0	0	1.00	0	1.40	1.400000	5.82
561	Unauthorized burning	3	0.96%	0	3.33	0	0	1	0.00	0	0.94	2.816666	5.14
600	Good intent call, other	1	0.32%	0	6	0	0	2	0.00	0	0.50	.500000	3.82
611	Dispatched & canceled en route	16	5.10%	0	2.81	2.38	0.38	0.88	0.75	0.25	0.29	5.166663	0.00
622	No incident found on arrival at dispatch address	3	0.96%	0	0	2.67	0	0	1.00	0	0.34	.933333	4.77
651	Smoke scare, odor of smoke	1	0.32%	0	15	0	1	5	0.00	1	3.20	2.450000	4.13
652	Steam, vapor, fog or dust thought to be smoke	1	0.32%	0	18	0	1	6	0.00	1	4.43	3.899999	5.45
671	HazMat release investigation w/no HazMat	1	0.32%	0	6	0	0	2	0.00	0	1.70	1.200000	4.60
731	Sprinkler activation due to malfunction	1	0.32%	0	12	0	2	4	0.00	1	9.33	7.233333	3.30
733	Smoke detector activation due to malfunction	1	0.32%	0	12	0	1	4	0.00	1	1.73	1.633333	3.25
735	Alarm system sounded due to malfunction	8	2.55%	0	11.38	0	0.88	3.5	0.00	0.88	6.18	38.749996	6.57
736	CO detector activation due to malfunction	1	0.32%	0	6	0	0	2	0.00	0	2.30	2.300000	8.28
741	Sprinkler activation, no fire - unintentional	1	0.32%	0	12	0	1	4	0.00	1	6.07	3.233333	4.55
743	Smoke detector activation, no fire - unintentional	5	1.59%	0	12.2	0	0.8	3.8	0.00	0.8	3.77	13.149997	3.04



CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
744	Detector activation, no fire - unintentional	1	0.32%	0	13	0	1	4	0.00	1	11.20	11.200000	2.72
745	Alarm system activation, no fire - unintentional	11	3.50%	0	12.45	0	1.18	3.91	0.00	1	4.05	35.516661	4.52
<b>Totals</b>		<b>314</b>	<b>100%</b>	<b>0</b>	<b>1.97</b>	<b>2.77</b>	<b>0.19</b>	<b>0.62</b>	<b>0.88</b>	<b>0.17</b>	<b>1.64</b>	<b>444.87</b>	<b>4.35</b>
Mutual Aid Given Incidents		<b>13</b>											



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Response Summary by Station

Report Period: 06/01/23 - 06/30/23 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	121	1.65	69.42	28.93	4.17
Station 2	72	2.78	73.61	23.61	2.48
Station 3	61	1.64	78.69	19.67	2.1
Station 4	41	2.44	73.17	24.39	1.41
Station 5	34	0	70.59	29.41	1.17

**Total 329**

07/05/23 12:03:21



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 06/01/23 - 06/30/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	207	0
322 Motor vehicle accident with injuries	20	0
611 Dispatched & canceled en route	19	0
745 Alarm system activation, no fire - unintentional	12	0
324 Motor vehicle accident with no injuries.	9	0
735 Alarm system sounded due to malfunction	8	0
743 Smoke detector activation, no fire - unintentional	5	0
444 Power line down	5	0
553 Public service	4	0
561 Unauthorized burning	4	0
622 No incident found on arrival at dispatch address	3	0
424 Carbon monoxide incident	3	0
142 Brush or brush-and-grass mixture fire	3	0
412 Gas leak (natural gas or LPG)	2	0
500 Service Call, other	2	0
733 Smoke detector activation due to malfunction	2	0
744 Detector activation, no fire - unintentional	1	0
651 Smoke scare, odor of smoke	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0
671 HazMat release investigation w/no HazMat	1	0
731 Sprinkler activation due to malfunction	1	0
600 Good intent call, other	1	0
736 CO detector activation due to malfunction	1	0
741 Sprinkler activation, no fire - unintentional	1	0

07/05/23 12:04:07

Incident Type	Incidents	Exposures
510 Person in distress, other	1	0
554 Assist invalid	1	0
440 Electrical wiring/equipment problem, other	1	0
443 Breakdown of light ballast	1	0
445 Arcing, shorted electrical equipment	1	0
460 Accident, potential accident, other	1	0
118 Trash or rubbish fire, contained	1	0
151 Outside rubbish, trash or waste fire	1	0
154 Dumpster or other outside trash receptacle fire	1	0
331 Lock-in (if lock out , use 511 )	1	0
341 Search for person on land	1	0
353 Removal of victim(s) from stalled elevator	1	0
400 Hazardous condition, other	1	0

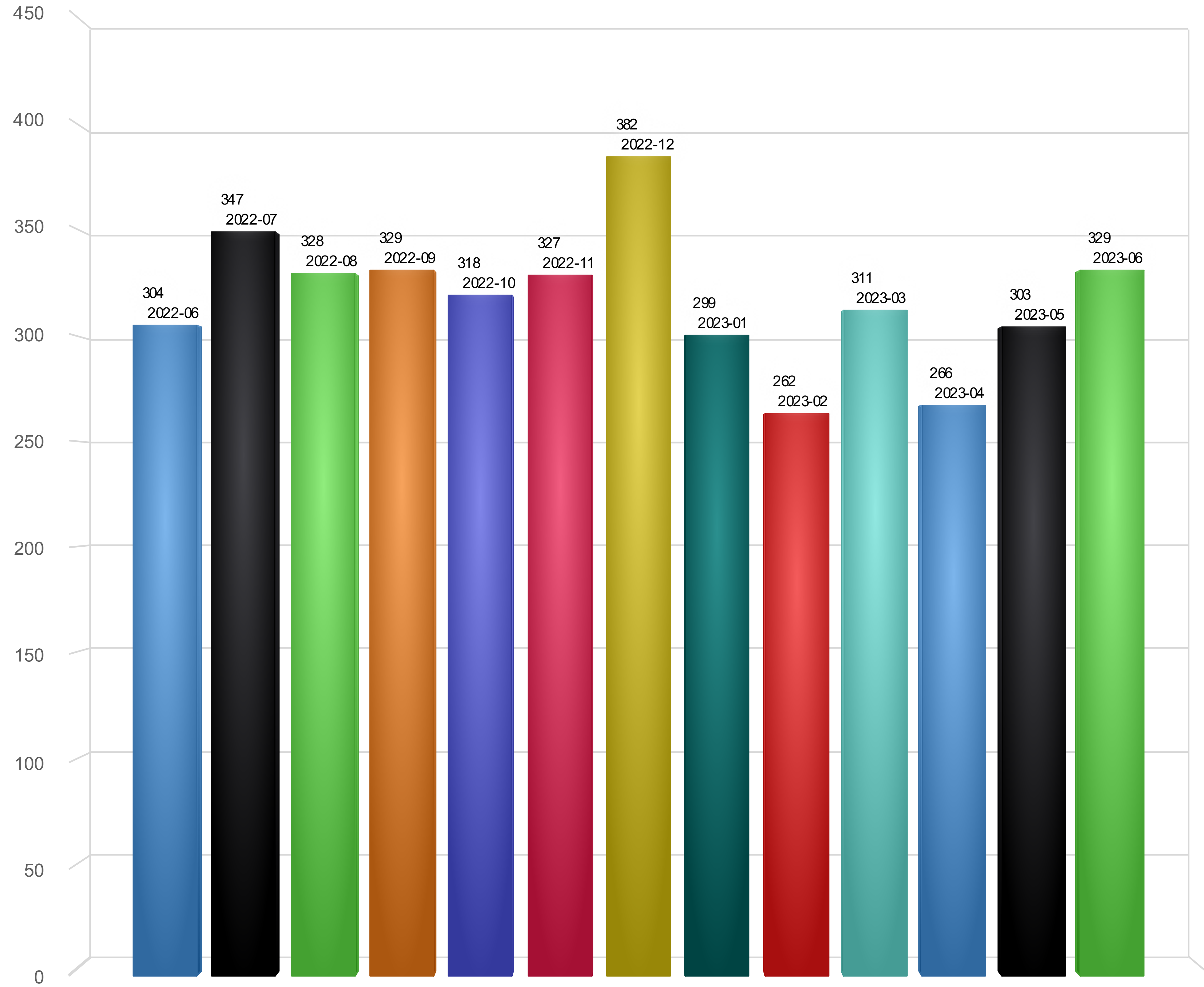
	Incidents	Exposures
<b>Total</b>	<b>329</b>	<b>0</b>

07/05/23 12:04:07

# Incidents by Months

06/01/2022-06/30/2023

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



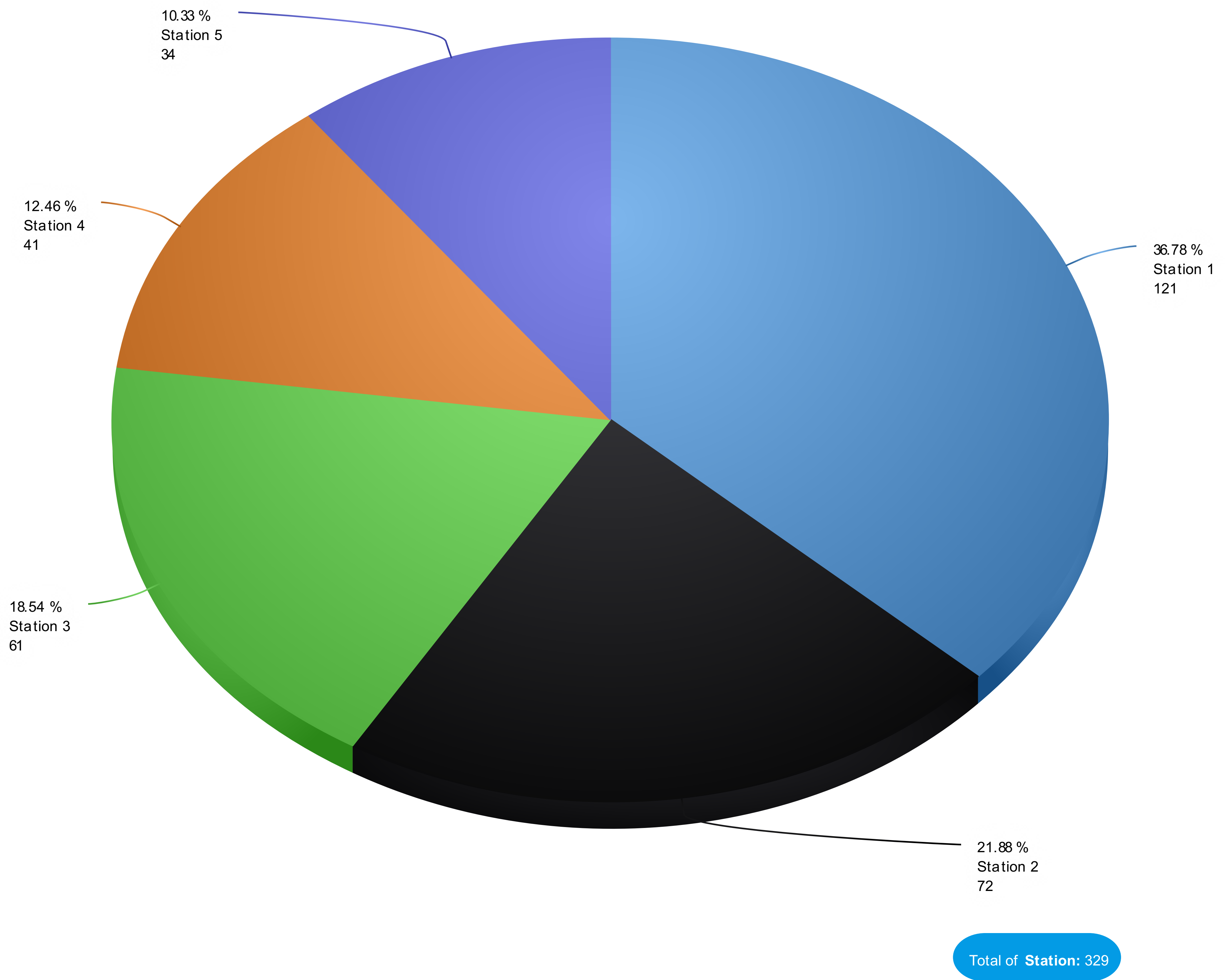
Incident Count

Total of Month: 4,105

# Incidents by Stations

06/01/2023-06/30/2023

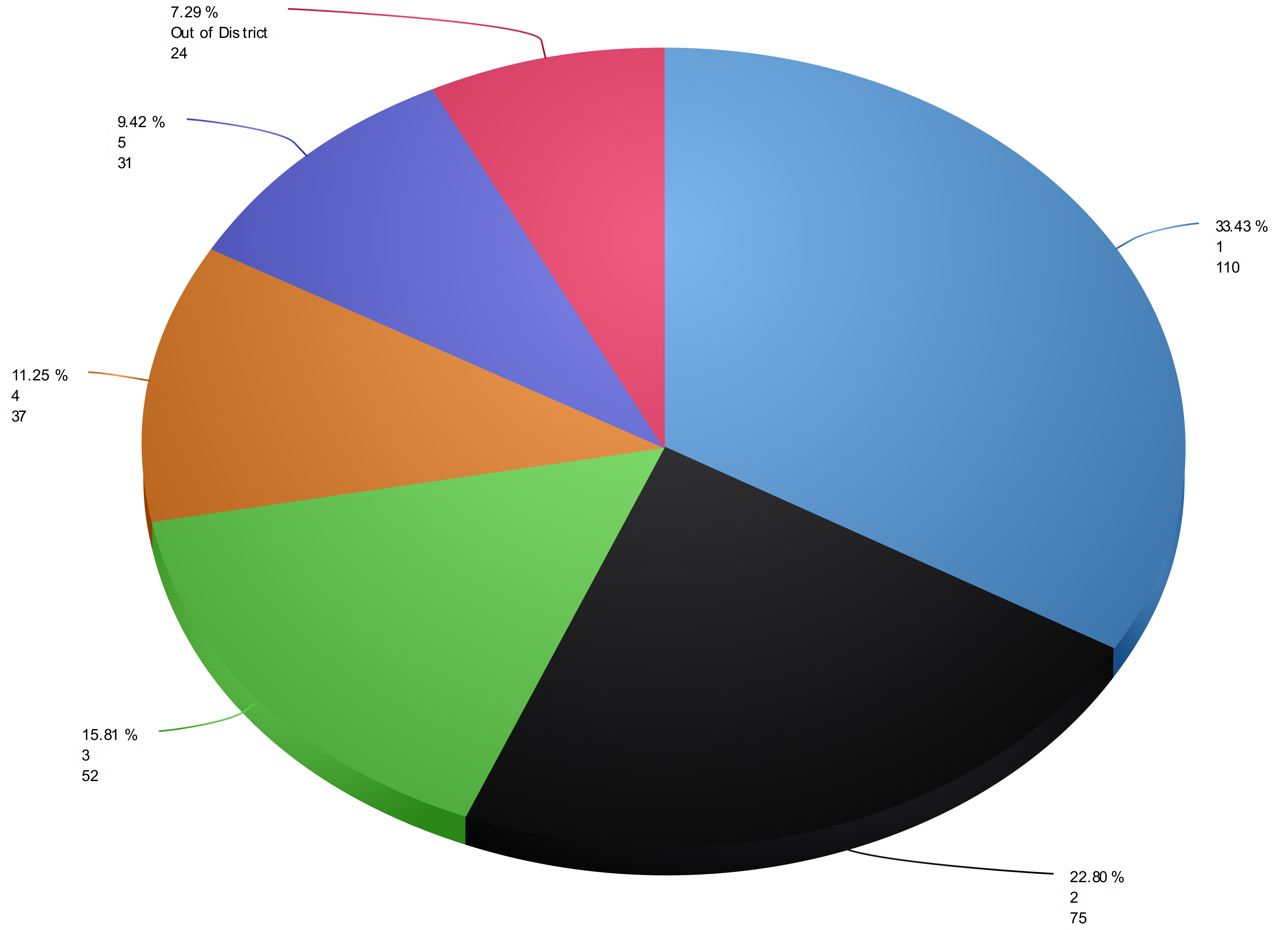
- Station 1
- Station 2
- Station 3
- Station 4
- Station 5



# Incidents by District

06/01/2023-06/30/2023

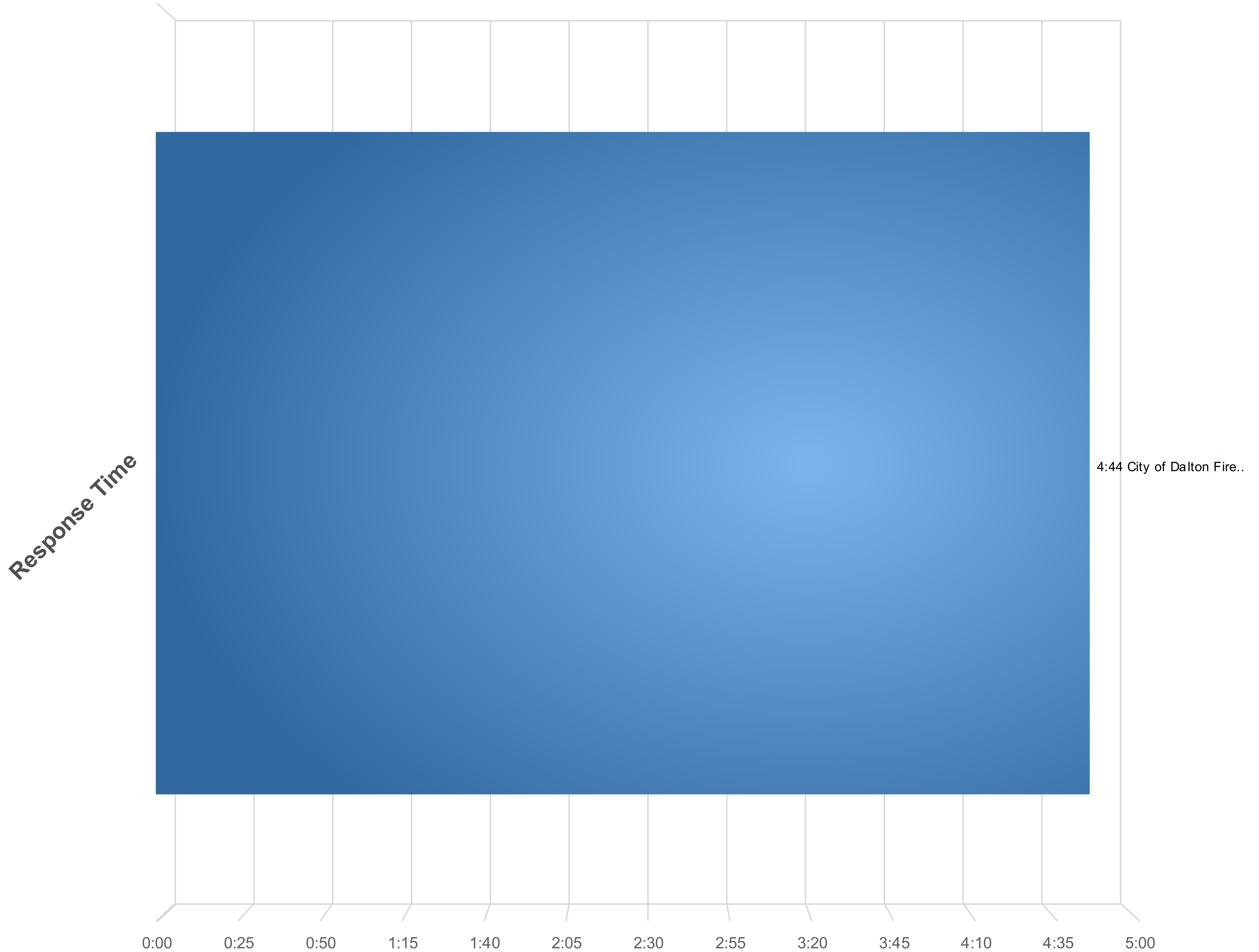
- 1
- 2
- 3
- 4
- 5
- Out of District



Total of District: 329

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

06/01/2023-06/30/2023

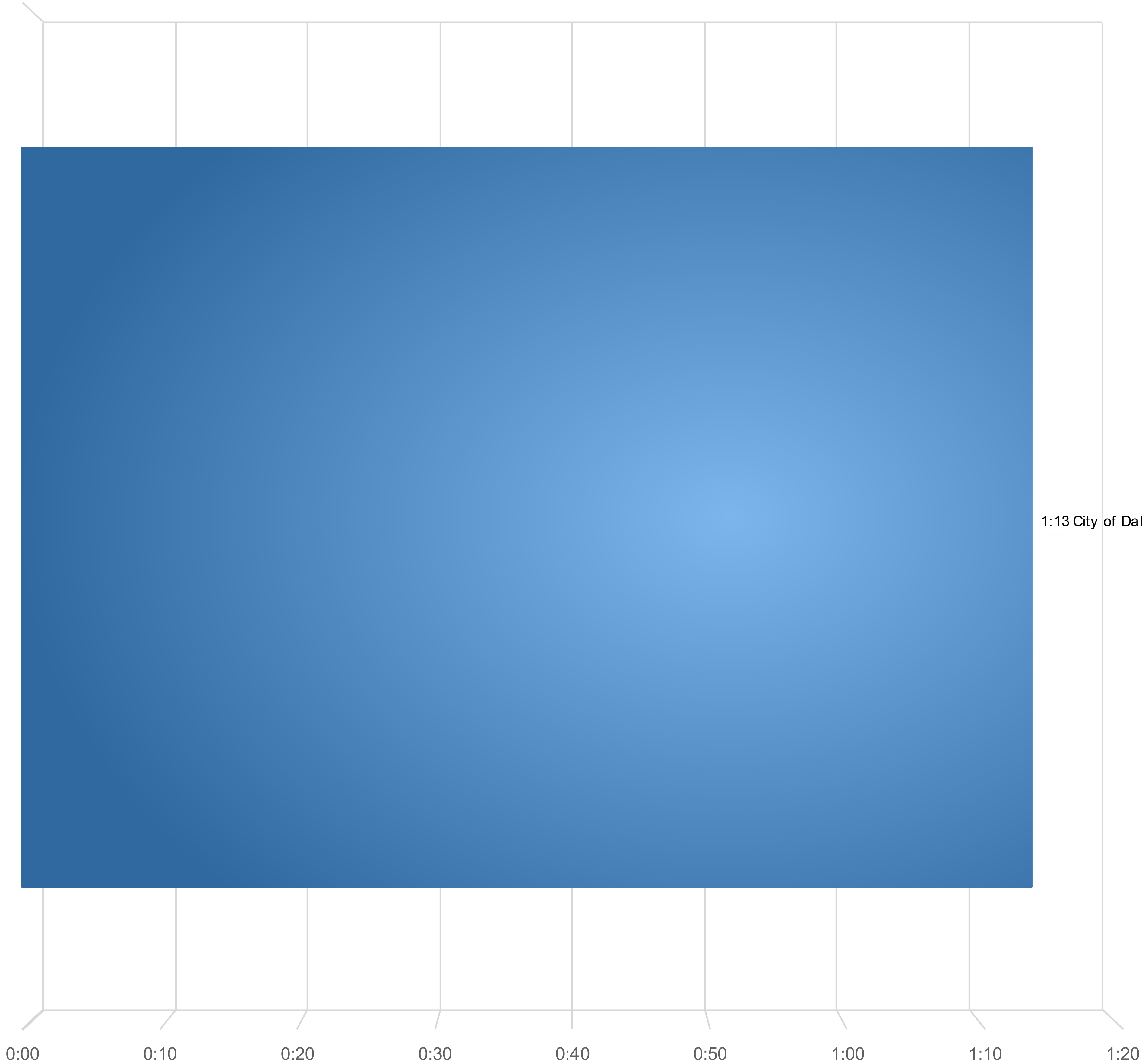




# Department Average Turnout Time (Alarm-> First En Route)

06/01/2023-06/30/2023

Turnout Time

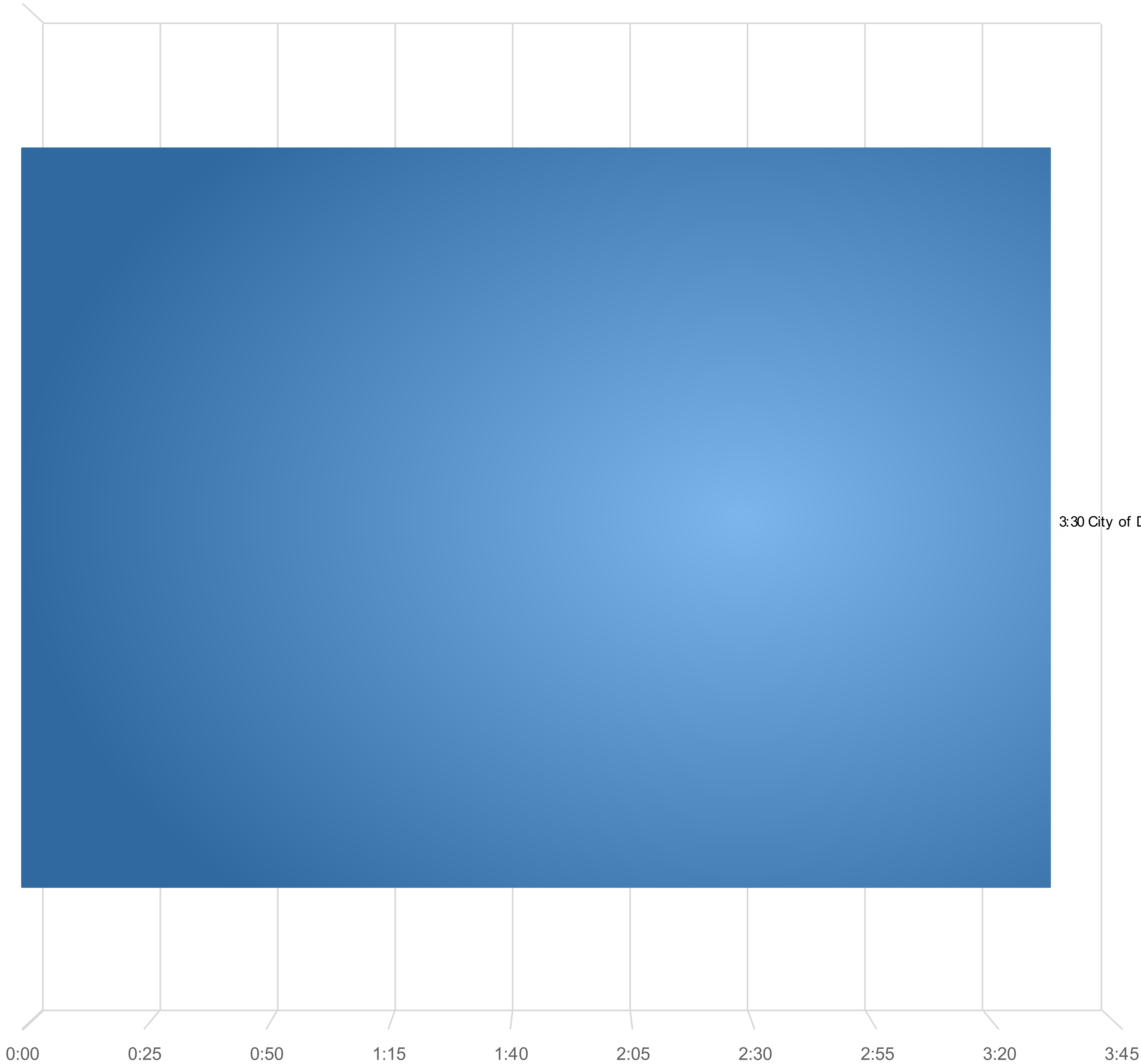


1:13 City of Dalton Fire..

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

06/01/2023-06/30/2023

Travel Time



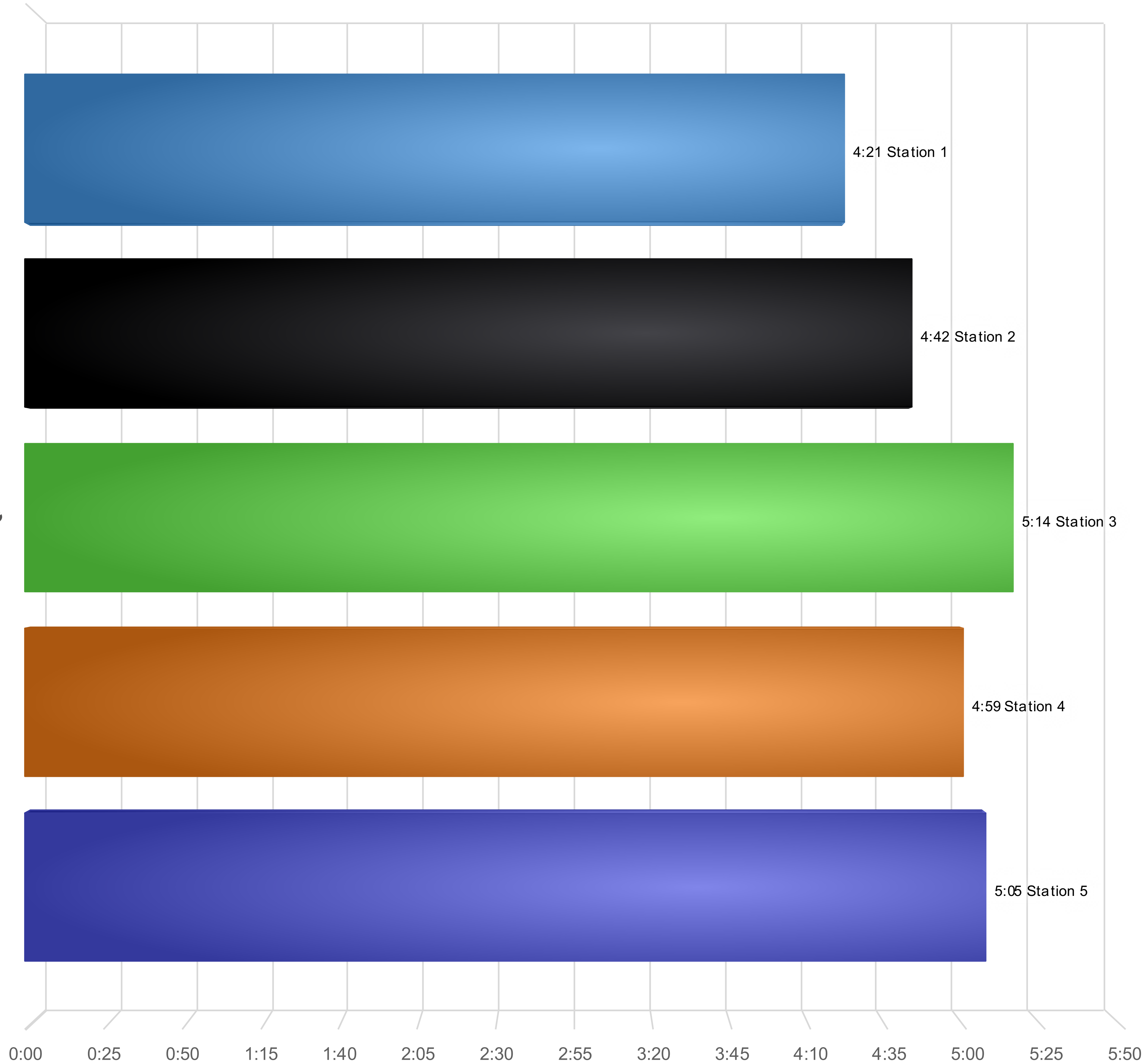
3:30 City of Dalton Fire..

# Average Response Time by Station

06/01/2023-06/30/2023

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

Response Time



Total of Station: 4:44



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

Report Period: 06/01/23 - 06/30/23 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	194.98
322 Motor vehicle accident with injuries	47.34
735 Alarm system sounded due to malfunction	38.76
745 Alarm system activation, no fire - unintentional	36.93
412 Gas leak (natural gas or LPG)	15.05
743 Smoke detector activation, no fire - unintentional	13.16
744 Detector activation, no fire - unintentional	11.20
424 Carbon monoxide incident	11.12
324 Motor vehicle accident with no injuries.	10.25
444 Power line down	8.60
731 Sprinkler activation due to malfunction	7.23
611 Dispatched & canceled en route	6.69
443 Breakdown of light ballast	5.07
341 Search for person on land	5.05
142 Brush or brush-and-grass mixture fire	4.92
561 Unauthorized burning	4.87
445 Arcing, shorted electrical equipment	4.20
553 Public service	4.16
652 Steam, vapor, fog or dust thought to be smoke	3.90
510 Person in distress, other	3.50
741 Sprinkler activation, no fire - unintentional	3.23
400 Hazardous condition, other	2.55
651 Smoke scare, odor of smoke	2.45
733 Smoke detector activation due to malfunction	2.45

<b>Incident Type</b>	<b>Hours</b>
736 CO detector activation due to malfunction	2.30
151 Outside rubbish, trash or waste fire	2.13
500 Service Call, other	2.05
460 Accident, potential accident, other	1.90
554 Assist invalid	1.40
154 Dumpster or other outside trash receptacle fire	1.30
353 Removal of victim(s) from stalled elevator	1.27
440 Electrical wiring/equipment problem, other	1.20
671 HazMat release investigation w/no HazMat	1.20
622 No incident found on arrival at dispatch address	0.93
118 Trash or rubbish fire, contained	0.73
600 Good intent call, other	0.50
331 Lock-in (if lock out , use 511 )	0.15

<b>Total</b>	<b>464.72</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Loss

(Dates: 06/01/23 - 06/30/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
118	Trash or rubbish fire, contained	1	0.32%	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	2	0.64%	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	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1	100.00 %	0	0.00%	1	100.00%
154	Dumpster or other outside trash receptacle fire	1	0.32%	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	205	65.29%	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	18	5.73%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	8	2.55%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
331	Lock-in (if lock out , use 511 )	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
341	Search for person on land	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
353	Removal of victim(s) from stalled elevator	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
400	Hazardous condition, other	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	2	0.64%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
424	Carbon monoxide incident	3	0.96%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
440	Electrical wiring/equipment problem, 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%
443	Breakdown of light ballast	1	0.32%	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	4	1.27%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
460	Accident, potential accident, other	1	0.32%	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	2	0.64%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
510	Person in distress, other	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
553	Public service	4	1.27%	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 %
554	Assist invalid	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
561	Unauthorized burning	3	0.96%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	1	0.32%	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	16	5.10%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	3	0.96%	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	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
652	Steam, vapor, fog or dust thought to be smoke	1	0.32%	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	1	0.32%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
731	Sprinkler activation due to malfunction	1	0.32%	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	1	0.32%	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	2.55%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
736	CO detector activation due to malfunction	1	0.32%	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 %
741	Sprinkler activation, no fire - unintentional	1	0.32%	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	1.59%	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	0.32%	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	11	3.50%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Totals</b>		314	100%	0	0	100%	0	100%	0	100%	0	100%	1	100%	0	100%	1	100%
<b>Mutual Aid Given Incidents</b>		15																

# **Training Division Monthly Report**

## **June 2023**

### **Overview**

The department co-hosted a course on emergency burn care presented by Joseph M. Still Burn Centers in conjunction with Burn and Reconstructive Centers of America. Two of the department's SCBA maintenance technicians delivered a Scott SCBA Level 1 Technician course to 30 additional DFD personnel. 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 June totaled 2,213.

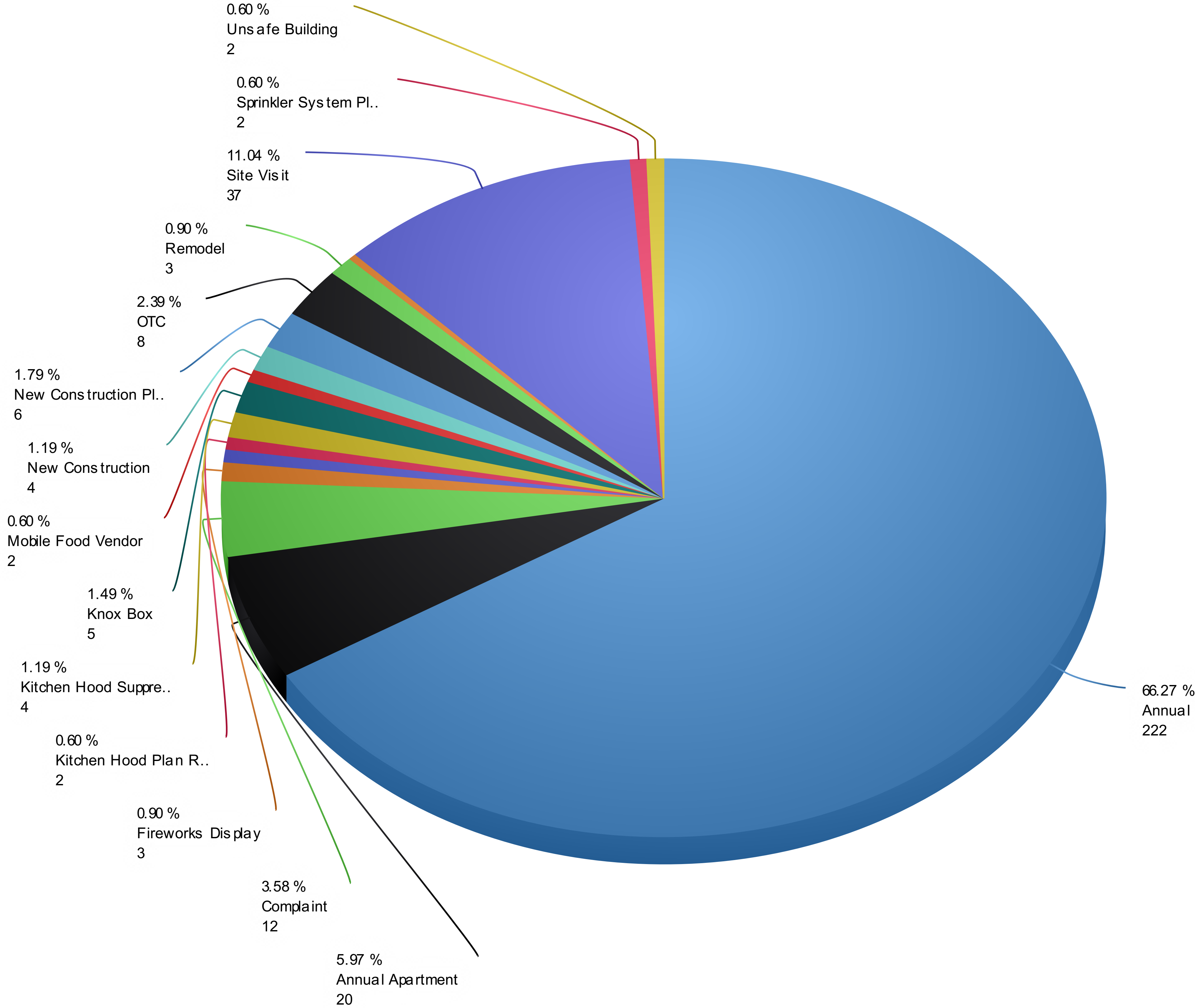
### **Outside Schools**

3 of the department's hazardous materials technicians attended the 2023 IAFC Hazardous Materials Conference in Baltimore, MD

# Inspection Visit History by Inspection Type

06/01/2023-06/30/2023

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



Total of Inspection Type: 335

**YEAR-TO-DATE BUDGET REPORT**  
06/30/2023

FOR 2023 06

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	3,041,363.02	.00	2,984,636.98	50.5%
350000	511300	519,000	0	519,000	220,189.41	.00	298,810.59	42.4%
350000	512100	1,079,235	0	1,079,235	486,685.83	.00	592,549.17	45.1%
350000	512200	500,800	0	500,800	246,406.58	.00	254,393.42	49.2%
350000	512401	396,000	0	396,000	192,281.73	.00	203,718.27	48.6%
350000	512402	323,000	0	323,000	155,084.42	.00	167,915.58	48.0%
350000	512403	28,800	0	28,800	13,725.00	.00	15,075.00	47.7%
350000	512700	107,000	0	107,000	53,504.00	.00	53,496.00	50.0%
350000	512900	36,750	0	36,750	18,103.35	.00	18,646.65	49.3%
350000	512915	49,900	0	49,900	2,611.02	.00	47,288.98	5.2%
350000	512950	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%
350000	521210	4,800	0	4,800	1,110.00	.00	3,690.00	23.1%
350000	522140	4,000	0	4,000	3,124.75	.00	875.25	78.1%
350000	522210	60,000	0	60,000	22,213.04	20.29	37,766.67	37.1%
350000	522220	24,000	2,700	26,700	10,818.84	.00	15,881.16	40.5%
350000	522220	100,000	23,690	123,690	55,761.11	.00	67,928.89	45.1%
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	16,006.08	781.50	16,962.42	49.7%
350000	523500	20,000	0	20,000	7,266.78	.00	12,733.22	36.3%
350000	523600	6,000	0	6,000	1,581.18	.00	4,418.82	26.4%
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	11,467.48	.00	16,532.52	41.0%
350000	523900	0	300	300	311.70	.00	-11.70	103.9%
350000	523920	16,000	2,400	18,400	18,363.50	.00	36.50	99.8%
350000	531100	25,000	-4,000	21,000	11,234.13	.00	9,765.87	53.5%
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	117,807.58	78.00	22,114.42	84.2%
350000	531150	3,250	0	3,250	.00	.00	3,250.00	.0%
350000	531200	163,000	0	163,000	72,637.39	.00	90,362.61	44.6%
350000	531250	5,000	0	5,000	1,754.56	.00	3,245.44	35.1%
350000	531270	16,500	0	16,500	6,501.35	.00	9,998.65	39.4%
350000	531275	62,000	0	62,000	23,174.53	.00	38,825.47	37.4%
350000	531300	2,000	0	2,000	521.02	.00	1,478.98	26.1%
350000	531600	30,000	0	30,000	8,340.53	.00	21,659.47	27.8%
350000	531700	15,000	-200	14,800	2,582.91	15.49	12,201.60	17.6%
350000	531700	12,000	0	12,000	3,490.84	.00	8,509.16	29.1%
350000	531700	5,000	0	5,000	2,442.50	.00	2,557.50	48.9%
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	4,927,563.52	895.28	5,016,296.20	49.6%
TOTAL EXPENSES		9,918,365	26,390	9,944,755	4,927,563.52	895.28	5,016,296.20	

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP-13  
**Effective:** 07/25/2017  
**Revised:**  
**Reviewed:** 07/25/2023

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

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

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

**Scope:** All personnel

### **Policy:**

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

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

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

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

1<sup>st</sup> offense - (for less severe errors) Verbal Warning and additional training

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

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

4<sup>th</sup> offense – employment termination

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

1<sup>st</sup> offense – Immediate termination and possible criminal prosecution

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP-14  
**Effective:** 07/25/2017  
**Revised:** 07/25/2017  
**Reviewed:** 07/25/2023

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

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

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

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

### **Policy:**

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

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

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

### **Media Storage and Access:**

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

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

#### **Electronic Media Sanitation and Disposal:**

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

#### **Penalties:**

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

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP-15  
**Effective:** 07/25/2017  
**Revised:**  
**Reviewed:** 07/25/2023

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

\_\_\_\_\_  
DATE

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

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

**Policy:**

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

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

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



# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** T-2  
**Effective:** 11/30/2004  
**Revised:** 07/25/2017  
**Reviewed:** 07/25/2023

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

\_\_\_\_\_  
DATE

**Title:** Live Fire Training Evolutions

**Scope:** All personnel

**Policy:**

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

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

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

## **Burn Plans**

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

## **Safety**

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

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

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

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

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

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

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

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

## **Water Supply**

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

## **Fuel Materials**

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

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

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

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

## **Instructors**

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

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

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

**Appendix A**

**Dalton Fire Department**

**Burn Plan**