



**PUBLIC SAFETY COMMISSION
TUESDAY, MAY 24, 2022
8:30 AM
CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

1. Fire Department - Individual Commendations
Fire Department - Citizen Life Saving Award

Approval of Minutes

- [2.](#) April 26, 2022

Alcohol Applications

- [3.](#) (4) 2022 New Alcohol Applications

Police Department

- [4.](#) Crime/Crash Statistics April 2022
- [5.](#) Financial Statistics April 2022
- [6.](#) Written Directive Review May 24, 2022

Fire Department

- [7.](#) Statistical Report for April, 2022
- [8.](#) Financial Report for April, 2022
- [9.](#) FD-Reviewed SOP GP-6 Vehicle accident's involving DFD versus public property

Adjournment

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
APRIL 26, 2022

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Terry Mathis, Commissioners Bill Weaver, Truman Whitfield, Anthony Walker, Alex Brown, Fire Chief Todd Pangle, Police Chief Cliff Cason, and City Attorney Terry Miller. Councilmember Annalee Harlan was absent.

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – New Employee Confirmation – Christopher Sosa

On the motion of Commissioner Walker, second Commissioner Brown, the Commission approved Christopher Sosa, as a new Dalton Police Department Officer.

Fire Department – Unit Citation

Fire Chief Todd Pangle presented a Unit Citation to Squad 1/A which is comprised of Lt. J. Townsend, FF. A. Payne, and FF. A. Moran; for their actions on March 20, 2022 where Squad 1/A was ordered to perform vertical ventilation before entering a single-family dwelling structural fire, in order to improve heavy smoke conditions. Afterwards, Squad 1/A promptly entered the structure, located a victim, and removed him to the front porch to begin CPR. The Commission thanked and commended Squad 1/A for all their efforts.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of March 22, 2022. On the motion of Commissioner Weaver, second Commissioner Brown, the minutes were approved as presented. The vote was unanimous in favor.

(5) ALCOHOL APPLICATIONS

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following new alcohol application. The vote was unanimous in favor.

- | | |
|--------------------|--|
| 1. Business Owner: | GetGo Market Inc. |
| d/b/a: | Corner Express 2 |
| Applicant: | Midhun Pillai |
| Business Address: | 324 N. Glenwood Ave |
| License Type: | Package Beer, Package Wine (Gas Station / Convenience Store) |
| Disposition: | New |

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following new alcohol application. The vote was unanimous in favor.

- | | |
|--------------------|--|
| 2. Business Owner: | Sidhivinayaka, LLC |
| d/b/a: | 1704 Dalton Shell |
| Applicant: | Dhaval Naunit Patel |
| Business Address: | 1704 Abutment Rd. |
| License Type: | Package Beer, Package Wine (Gas Station / Convenience Store) |
| Disposition: | New |

(5) ALCOHOL APPLICATIONS

.....Continued

On the motion of Commissioner Weaver, second Commissioner Brown, the Commission approved the following new alcohol application. The vote was unanimous in favor.

3. Business Owner: Samrin Investments, LLC
d/b/a: Sam's Fine Wine and Package Store
Applicant: Sirajuddin Shariff
Business Address: 2100 Cleveland Hwy
License Type: Package Beer, Package Wine, Package Liquor (Package Store)
Disposition: **New**

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following new alcohol application. The vote was unanimous in favor.

4. Business Owner: Krishna 1974 LLC
d/b/a: Jims Liquor
Applicant: Ashish Chaudhari
Business Address: 1507 E. Walnut Ave
License Type: Package Beer, Package Wine, Package Liquor (Package Store)
Disposition: **New**

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following new alcohol application. The vote was unanimous in favor.

5. Business Owner: D Food Collab LLC
d/b/a: D Food Collab
Applicant: Eleazar Pacheco Jr.
Business Address: 301 E. Morris St.
License Type: Pouring Beer, Pouring Wine (Restaurant)
Disposition: **New**

POLICE DEPARTMENT

Crime and Crash Statistics for March, 2022

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of March, 2022. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are approximately 22.1% lower and Part II crimes are approximately 20% lower when compared to the past 5-year average. Chief Cason further reported there were 137 non-private property crashes reported for the month and injury crashes decreased from February 2022, though total injuries increased.

On the motion of Commissioner Walker, second Commissioner Whitfield, 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 March, 2022

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of March, 2022. Chief Cason reported the department has expended 23% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

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

Written Directives

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

- 3.14 Employee Timekeeping, Compensation, and Benefits
- 3.18 Grievance Procedures
- 4.8 Preliminary Investigations
- 4.21 Off-Duty Powers of Arrest
- 4.25 Domestic / Family Violence
- 4.28 Juvenile Procedures
- 6.1 Emergency Call-Out and Notifications
- 6.2 Hazardous Materials Incident Response

On the motion of Commissioner Weaver, second Commissioner Brown, 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 – March, 2022

Fire Chief Todd Pangle presented the March, 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 312 Total Responses, a Dollar Value Saved & Loss Analysis of \$147,500.00, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

On the motion of Commissioner Brown, second Commissioner Whitfield, 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 – March 2022

Fire Chief Todd Pangle presented the Financial Report for the month of March, 2022 to the Commission. Chief Pangle stated the department is approximately 3% under budget for the month.

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.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:39 a.m.

Terry Mathis, Chairman

ATTEST:

Anthony Walker, Secretary

2022 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY MAY 24, 2022

M&C MONDAY JUNE 6, 2022

(4) 2022 ALCOHOL APPLICATIONS

1. Business Owner: Mariscos el Cuhhhmaron, LLC
d/b/a: Mariscos el Cuhhhmaron
Applicant: Jose G. Martinez Jr.
Business Address: 229 N. Hamilton St
License Type: Pouring Beer, Pouring Wine, Pouring Liquor (Restaurant)
Disposition: **New**

2. Business Owner: Kumo Sushi Inc.
d/b/a: 1277 N. Glenwood Ave.
Applicant: Xiong Wei, CHen
Business Address: 1277 N. Glenwood Ave.
License Type: Pouring Beer, Pouring Wine (Restaurant)
Disposition: **New**

3. Business Owner: Dagoberto Hernandez, LLC
d/b/a: Taqueria el Rey #3
Applicant: Nancy A. Hernandez
Business Address: 801 E. Walnut Ave. Ste C, D, E
License Type: Pouring Beer, Pouring Liquor (Restaurant)
Disposition: **New**

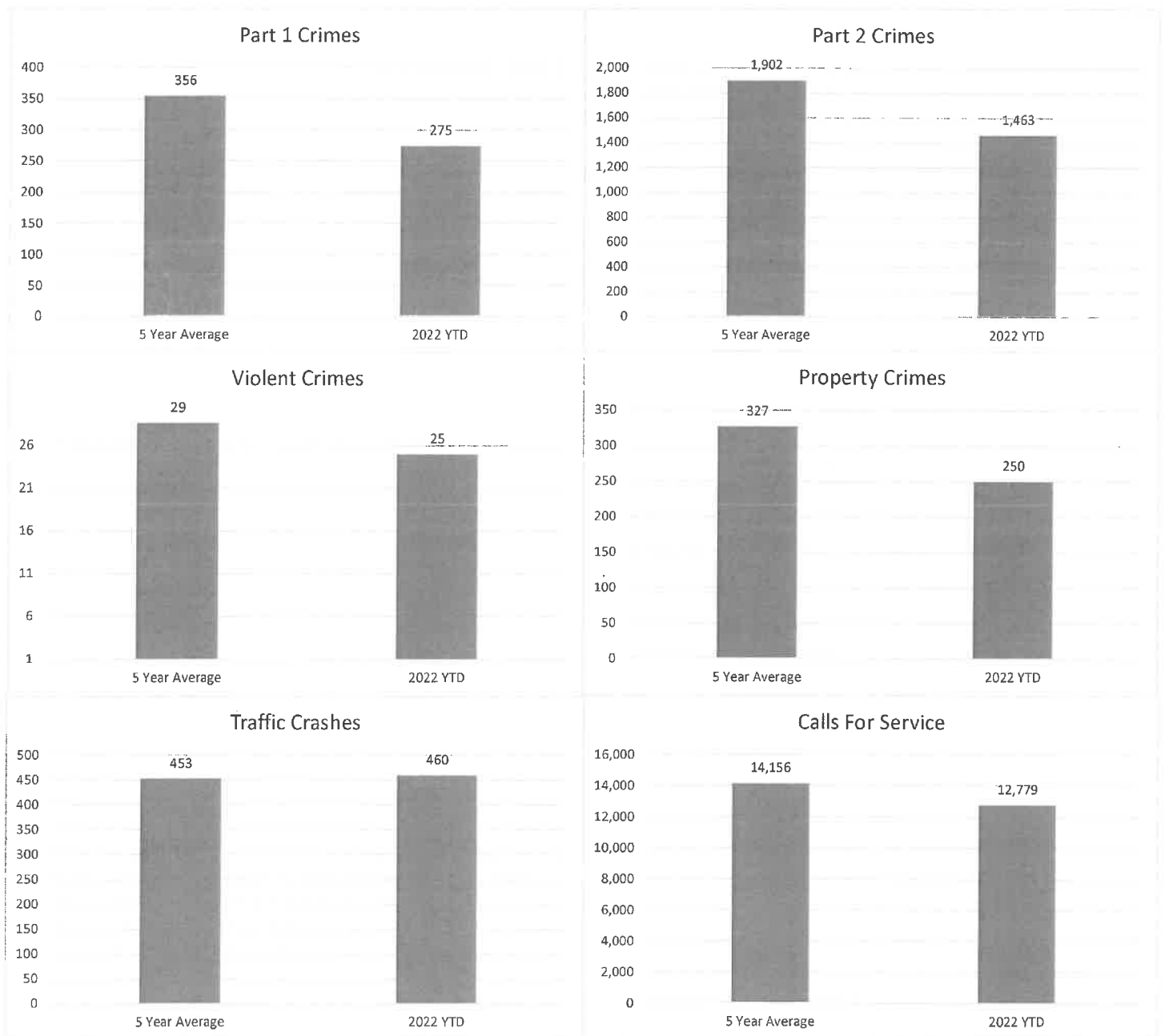
4. Business Owner: Alivia Enterprise, LLC
d/b/a: Jas Tobacco
Applicant: Linda A. Crider
Business Address: 601 Fleming St. Ste A
License Type: Package Beer (Convenience Store)
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 24, 2022**

Summary of Data and Crime Statistics for April 2022

General

The following statistics compare 2022 year-to-date statistics with the previous five years. Part 1 crimes are approximately 22.7% lower than the five-year statistics. Part 2 crimes have decreased by approximately 23.1% during the same time. Property crimes show a decrease of approximately 23.5% from the five-year average. There have been 25 violent crimes year-to-date compared to the five-year average of 29. Traffic crashes are approximately 1.5% higher than the five-year average. Calls for service show a decrease of approximately 9.7% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 24, 2022**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2018-2022
April 2022

	2018	2019	2020	2021	2022	TREND
Part I Crimes YTD	411	373	295	283	275	
Homicides	0	0	0	1	1	
Rape	2	6	4	6	4	
Robbery	7	2	5	1	4	
Aggravated Assault	12	14	23	23	16	
Violent Crime Totals	21	22	32	31	25	
Burglary	51	35	31	28	20	
Larceny-Theft	314	300	211	179	208	
Motor Vehicle Theft	22	16	21	45	22	
Arson	3	0	0	0	0	
Property Crime Totals	390	351	263	252	250	
Violent Crime Clearance	76%	123%	72%	55%	76%	
Property Crime Clearance	37%	48%	30%	43%	47%	
Part I Arrests	128	159	86	90	96	
Citations	4,386	4,849	3,471	3,463	4,108	
Calls for Service	13,486	15,549	15,578	12,897	12,779	
Traffic Crashes	471	492	385	451	460	

Analysis

In the year to date 2022 there have been 275 Part 1 crimes reported, compared to 283 in 2021. There have been three more robberies and one homicide reported in 2022, while total violent crime numbers are down.

There have been 25 violent crimes reported 2022 YTD compared to 31 reported violent crimes 2021 YTD. There have been four rapes reported in 2022 compared to six in 2021. Year to date property crimes have shown a decrease of approximately 1% when compared to 2021 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are lower than the average of 327. Violent crime numbers are lower than the five-year average of 29.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 24, 2022**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2022	2021			2022	2021			2022	2021
	4/22	4/21	YTD	YTD	4/22	4/21	YTD	YTD	4/22	4/21	YTD	YTD
Part I Offenses												
Homicide	0	1	1	1	0	0	0	0	0	0	1	0
Rape	3	1	4	6	0	1	0	4	0	0	0	1
Robbery	1	0	4	1	0	0	14	1	0	0	14	0
Aggravated Assault	2	7	16	23	2	3	5	12	1	3	3	11
Burglary	5	11	20	28	2	4	6	9	2	4	3	9
Larceny - Theft	48	41	208	179	19	12	106	82	14	8	73	62
Motor Vehicle Theft	6	12	22	45	3	3	6	17	1	2	2	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	65	73	275	283	26	23	137	125	18	17	96	90
Part II Offenses												
Other Assaults - not agg.	22	40	106	124	23	40	89	109	19	33	62	79
Forgery/Counterfeiting	4	4	27	19	4	1	11	3	2	1	8	2
Fraud	12	17	63	65	4	18	12	29	3	16	8	23
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	2	1	7	4	1	1	3	1	1	0	3	0
Vandalism	17	24	79	99	1	5	23	31	1	3	16	13
Weapons Violations	1	3	16	18	0	1	12	20	0	1	12	18
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	2	3	14	17	1	1	7	7	0	0	0	3
Drug Sales	5	12	19	38	3	8	18	31	3	8	13	31
Drug Possession	20	41	92	144	15	39	74	148	11	37	60	125
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	4	3	15	19	5	3	10	13	5	3	9	11
Liquor Violations	7	1	29	22	8	0	32	17	8	0	32	16
Drunkenness	6	16	38	28	7	17	35	32	7	17	35	32
Other Disorderly Conduct	12	22	47	67	9	22	45	54	8	15	36	40
Curfew Violations	0	4	2	7	0	2	0	4	0	2	0	3
All Other Offenses	199	260	851	984	266	214	1052	1035	252	197	942	915
DUI	15	16	58	91	14	16	56	90	14	16	56	89
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	328	467	1463	1746	361	388	1479	1624	334	349	1292	1400
PART I AND II TOTAL	393	540	1738	2029	387	411	1616	1749	352	366	1388	1490
Crashes			2022	2021	Enforcement						2022	2021
	4/22	4/21	YTD	YTD					4/22	4/21	YTD	YTD
Public Roadway	109	127	460	451	Citations				599	561	2,221	2,193
					Warnings				571	299	1,887	1,270
911 Calls	3,292	3,378	12,779	12,897	Totals				1,170	860	4,108	3,463

8

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 24, 2022**

Summary of Significant Events for April 2022

During the month of April 2022 there was a rash of entering autos and motor vehicle thefts in the area of Shugart Rd. One of the vehicles has been recovered after being located in Chattanooga occupied by juveniles. There were three rapes reports, which are all currently active. There were two reports reported aggravated assaults during this time.

22-002286

Burglary

132 Kraft Dr

Officers responded to the above location in reference to a burglary. Upon arrival, officers made contact with the complainant in reference to the burglary. The complainant advised unknown persons stole approximately \$13,000 worth of wood from the construction site. Due to the monetary value of the theft, detectives were contacted and responded to the scene.

22-002318

Aggravated Battery

E Morris St and Spencer St

Officers were dispatched to Hamilton Medical Center in reference to a subject with a severe laceration to his head. Upon arrival officers spoke with the subject. The subject advised he was assaulted somewhere in the area of E Morris St and Spencer St, but would not provide any further information.

Motor Vehicle Thefts/Entering Autos

Shugart Rd Area

Two vehicles were stolen and at least nine were entered in the area of Shugart Rd in the early morning hours of April 29, 2022. One of the vehicles was equipped with On Star and was pinged in the area of east Chattanooga. This information was given to Chattanooga PD who were able to locate the vehicle. Chattanooga PD's auto theft unit was working another case in the area and observed another vehicle following a vehicle stolen from Dalton. The vehicle was stopped and four juveniles and a stolen gun were located. The stolen vehicle was recovered. The case is currently under investigation.

22-002272

Robbery

209 Griffin St

The complainant advised that three male subjects showed up at their residence and began knocking on the door. When the complainant opened the door the three subjects came inside of the residence. One of the subjects pulled a knife and advised that the complainant owed them money. The subject took multiple items from the residence including a tattoo gun and a power tool. The complainant advised that two of the subjects were familiar to them. The case is currently under investigation.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 24, 2022**

April 2022 Crash Statistics

In April 2022 there were 109 non-private property crashes reported. Injury crashes and total injuries increased from March 2022. Rear end and angle crashes were the most prevalent during April 2022. Following too closely was the leading contributing factor in injury crashes and non-injury crashes. Walnut Ave had the highest number of crashes, while Chattanooga Rd and Thornton Ave had the highest amount of crash-related injuries.

April 2022 Crash Statistics						
Total Crashes	April 2022	March 2022	Change	YTD 2022	YTD 2021	Change
	109	137	-20.4%	460	451	2.0%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	33	20	7	3	0	10
Total Injuries	44					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
4	5	13		28		
Day of the Week	Total		Time of Day	Total		
Monday	20		0000 - 0559	6		
Tuesday	17		0600 - 0859	16		
Wednesday	15		0900 - 1059	9		
Thursday	12		1100 - 1359	20		
Friday	21		1400 - 1559	19		
Saturday	17		1600 - 1859	27		
Sunday	7		1900 - 2159	10		
			2200 - 2359	2		
Collision Type	Total		Contributing Factors	Total		
Rear End	42		Following Too Closely	28		
Angle	40		Failed to Yield	21		
Sideswipe - Same Direction	12		Distracted	13		
Collision With an Object	10		Changed Lanes Improperly	8		
Sideswipe - Opposite Direction	4		Disregard Traffic Control	6		
Head On	1					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	20	18.3%	3	6.8%		
Glenwood Ave	15	13.8%	5	11.4%		
Chattanooga Rd	14	12.8%	6	13.6%		
Thornton Ave	5	4.6%	6	13.6%		
Shugart Rd	4	3.7%	2	4.5%		
Selective Enforcement Details	Locations	Total Details		Violations		
Apr-22	Walnut Ave	14		181		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 24, 2022

SUMMARY OF THE FINANCIAL STATISTICS FOR APRIL 2022

The police department budget for FY 2022 is now in its implementation, and we have expended approximately 30.7% of our 2022 budget at this point in the budget cycle. We have been working closely with the Finance Department regarding the fuel budget.

Current analysis shows that we will be short in our fuel budget lines if prices remain where they are or increase. There may be sufficient resources within our budget to cover these shortages and we will continue to monitor the issue as well as take fuel saving measures to minimize the shortage.

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL		TRANSFRS/		REVISED		YTD EXPENDED		ENCUMBRANCES		AVAILABLE		PCT	
0010	GENERAL FUND - OPERATING	APPROP	ADJSTMS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	USED	USED
321000 PD ADMINISTRATION															
321000	511100	WAGES - REGULAR	454,750	0	454,750	151,884.43	.00	302,865.57	33.4%						
321000	511300	WAGES - OVERTIME	1,500	0	1,500	10.46	.00	1,489.60	33.7%						
321000	512100	GROUP INSURANCE	45,100	0	45,100	14,967.96	.00	30,132.04	33.2%						
321000	512200	FICA & MEDICARE	35,000	0	35,000	11,960.36	.00	23,039.64	34.2%						
321000	512401	RETIREMENT DCP	14,330	0	14,330	4,676.86	.00	9,653.14	32.6%						
321000	512402	RETIREMENT DBP	57,100	0	57,100	20,310.75	.00	36,789.25	33.6%						
321000	512403	RETIREMENT STATE	1,200	0	1,200	500.00	.00	700.00	41.7%						
321000	512700	WORKERS COMPENSAT	10,100	0	10,100	3,371.32	.00	6,728.68	33.4%						
321000	512900	OTHER EMPLOYEE BE	2,800	0	2,800	1,543.12	.00	862.09	69.2%						
321000	512915	CLEANING ALLOWANC	1,800	0	1,800	57.75	394.79	1,742.25	3.2%						
321000	512916	CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%						
321000	521210	PROFESSIONAL - LE	20,000	0	20,000	6,272.50	.00	13,727.50	31.4%						
321000	521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	.0%						
321000	522220	EQUIPMENT MAINT &	5,000	0	5,000	2,632.98	.00	2,367.02	52.7%						
321000	522230	VEHICLE REPAIRS &	2,000	0	2,000	589.36	.00	1,410.64	29.5%						
321000	522320	RENTAL - EQUIPMEN	9,000	0	9,000	1,869.91	.00	7,130.09	20.8%						
321000	523100	INSURANCE COMMER	117,755	0	117,755	1,698.12	.00	116,056.88	1.4%						
321000	523200	COMMUNICATIONS	47,000	0	47,000	10,051.48	2,335.92	34,612.60	26.4%						
321000	523210	POSTAGE	3,500	0	3,500	160.62	.00	3,339.38	4.6%						
321000	523400	PRINTING & BINDIN	3,000	0	3,000	905.47	.00	2,094.53	30.2%						
321000	523500	TRAVEL	4,000	0	4,000	1,409.50	.00	2,590.50	35.2%						
321000	523600	DUES & FEES	4,000	0	4,000	2,001.00	.00	1,999.00	50.0%						
321000	523630	RADIO SUBSCRIBER F	25,000	0	25,000	23,155.20	.00	1,844.80	92.6%						
321000	523700	TRAINING & EDUCAT	8,000	0	8,000	2,802.00	.00	5,048.00	36.9%						
321000	523850	CONTRACT LABOR	0	0	0	3,382.50	150.00	-5,382.50	100.0%						
321000	523920	SOFTWARE LICENSES	158,500	0	158,500	85,854.49	.00	72,645.51	54.2%						
321000	531100	SUPPLIES - GENERA	800	0	800	29.65	41.86	728.49	8.9%						
321000	531110	SUPPLIES - OFFICE	2,000	0	2,000	93.11	36.52	1,870.37	6.5%						
321000	531250	OIL	800	0	800	.00	.00	800.00	.0%						
321000	531270	GASOLINE	5,000	0	5,000	1,390.21	47.80	3,561.99	28.8%						
321000	531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%						
321000	531700	OTHER SUPPLIES	2,000	0	2,000	781.85	.00	1,218.15	39.1%						
321000	572000	PAYMENT TO OTHER	0	13,035	13,035	13,035.00	.00	.00	100.0%						
TOTAL PD ADMINISTRATION			1,048,835	13,035	1,061,870	369,397.90	3,006.89	689,465.21	35.1%						

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USED
322100 PD CRIMINAL INVESTIGATION DIV								
322100	511100	WAGES - REGULAR	1,031,800	0	1,031,800	314,909.53	716,890.47	30.5%
322100	511300	WAGES - OVERTIME	46,000	0	46,000	5,163.68	40,836.32	11.2%
322100	512100	GROUP INSURANCE	215,200	0	215,200	68,786.51	146,413.49	32.0%
322100	512200	FICA & MEDICARE	82,450	0	82,450	24,713.00	57,737.00	30.0%
322100	512401	RETIREMENT DCP	63,000	0	63,000	18,574.75	44,425.25	29.5%
322100	512402	RETIREMENT DBP	81,800	0	81,800	29,355.29	52,444.71	35.9%
322100	512403	RETIREMENT STATE	4,500	0	4,500	1,650.00	2,850.00	36.7%
322100	512700	WORKERS COMPENSAT	26,880	0	26,880	8,972.68	17,907.32	33.4%
322100	512900	OTHER EMPLOYEE BE	6,300	0	6,300	1,877.96	3,960.14	37.1%
322100	512915	CLEANING ALLOWANC	4,000	0	4,000	676.00	3,324.00	16.9%
322100	512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	9,000.00	.0%
322100	522220	EQUIPMENT MAINT &	3,500	0	3,500	.00	3,500.00	.0%
322100	522230	VEHICLE REPAIRS &	7,000	0	7,000	.00	7,000.00	.0%
322100	523500	TRAVEL	14,400	0	14,400	3,616.47	10,783.53	25.1%
322100	523600	DUES & FEES	2,200	0	2,200	330.00	1,870.00	15.0%
322100	523700	TRAINING & EDUCAT	14,400	0	14,400	4,620.00	9,780.00	36.6%
322100	523900	PEPI OTHER PURCHAS	25,000	0	25,000	10,000.00	15,000.00	40.0%
322100	531100	SUPPLIES - GENERA	3,000	0	3,000	956.08	2,043.92	47.7%
322100	531110	SUPPLIES - OFFICE	4,000	0	4,000	460.53	3,539.47	26.3%
322100	531250	OIL	3,400	0	3,400	.00	3,400.00	.0%
322100	531270	GASOLINE	16,000	0	16,000	4,283.86	11,716.14	27.2%
322100	531300	MEALS - FOOD	700	0	700	-97.93	700.00	.0%
322100	531600	SMALL EQUIPMENT <	0	0	0	477.00	477.00	100.0%
322100	531700	OTHER SUPPLIES	5,000	0	5,000	27,999.94	4,000.00	11.8%
322100	542400	COMPUTERS & COMPU	28,000	0	28,000	.00	28,000.00	100.0%
TOTAL PD CRIMINAL INVESTIGATION DIV			1,697,530	0	1,697,530	528,834.23	2,361.77	31.3%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

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

322300 PD PATROL

322300	511100	WAGES - REGULAR	3,928,000	0	3,928,000	1,227,514.64	.00	2,700,485.36	31.3%
322300	511300	WAGES - OVERTIME	110,000	0	110,000	13,602.37	.00	96,397.63	12.4%
322300	512100	GROUP INSURANCE	662,500	0	662,500	220,326.56	.00	442,173.44	33.3%
322300	512200	FICA & MEDICARE	308,900	0	308,900	97,163.64	.00	211,736.36	31.5%
322300	512401	RETIREMENT DCP	330,000	0	330,000	108,196.49	.00	221,803.51	32.8%
322300	512402	RETIREMENT DBP	135,000	0	135,000	27,997.22	.00	107,002.78	20.7%
322300	512403	RETIREMENT STATE	21,500	0	21,500	7,125.00	.00	14,375.00	33.1%
322300	512700	WORKERS COMPENSAT	117,300	0	117,300	39,155.68	.00	78,144.32	33.4%
322300	512900	OTHER EMPLOYEE BE	23,800	0	23,800	7,228.94	.00	14,735.57	38.1%
322300	512915	CLEANING ALLOWANC	10,000	0	10,000	1,460.85	.00	8,539.15	14.6%
322300	522220	EQUIPMENT MAINT &	11,500	0	11,500	609.44	.00	8,415.76	26.8%
322300	522230	VEHICLE REPAIRS &	38,000	0	38,000	19,849.56	.00	17,494.72	54.0%
322300	522230	SHOP VEHICLE EXP -	118,000	0	118,000	32,314.81	.00	85,685.19	27.4%
322300	523500	TRAVEL	59,000	0	59,000	20,182.40	.00	36,720.60	37.8%
322300	523600	DUES & FEES	3,800	0	3,800	62.00	.00	3,738.00	1.6%
322300	523700	TRAINING & EDUCAT	50,000	0	50,000	5,502.78	.00	44,257.22	11.5%
322300	531100	SUPPLIES - GENERA	5,500	0	5,500	466.32	.00	5,033.68	8.5%
322300	531110	SUPPLIES - OFFICE	3,000	0	3,000	113.35	.00	2,669.60	11.0%
322300	531120	UNIFORMS	60,000	0	60,000	7,225.67	.00	52,774.33	12.0%
322300	531250	OIL	3,000	0	3,000	.00	.00	1,818.71	39.4%
322300	531270	GASOLINE	157,000	0	157,000	44,054.33	.00	112,753.79	28.2%
322300	531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300	531600	SMALL EQUIPMENT <	26,000	10,605	36,605	11,852.85	.00	24,752.15	32.4%
322300	531700	OTHER SUPPLIES	5,000	0	5,000	142.00	165.00	4,693.00	6.1%
TOTAL PD PATROL			6,188,800	10,605	6,199,405	1,892,146.90	9,058.23	4,298,199.87	30.7%

The City of Dalton

YEAR-TO-DATE BUDGET REPORT



FOR 2022 99

ACCOUNTS FOR:		ORIGINAL		TRANSFRS/		REVISED		YTD EXPENDED		ENCUMBRANCES		AVAILABLE		PCT	
0010	GENERAL FUND - OPERATING	APPROP	BUDGET	ADJUSTMTS	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	BUDGET	USED	USED
322400 PD SUPPORT SERVICES															
322400	511100	WAGES - REGULAR	630,500	0	630,500	190,204.98	.00	440,295.02	30.2%						
322400	511200	WAGES - PART TIME	4,800	0	4,800	.00	.00	4,800.00	0%						
322400	511300	WAGES - OVERTIME	8,500	0	8,500	.00	.00	8,388.62	1.3%						
322400	512100	GROUP INSURANCE	152,700	0	152,700	43,495.91	.00	109,204.09	28.5%						
322400	512200	FICA & MEDICARE	49,000	0	49,000	14,641.13	.00	34,358.87	29.9%						
322400	512401	RETIREMENT DCP	48,000	0	48,000	5,109.84	.00	42,890.16	10.6%						
322400	512402	RETIREMENT DBP	42,700	0	42,700	22,659.50	.00	20,040.50	53.1%						
322400	512403	RETIREMENT STATE	1,200	0	1,200	450.00	.00	750.00	37.5%						
322400	512700	WORKERS COMPENSAT	21,840	0	21,840	7,277.00	.00	14,563.00	33.3%						
322400	512900	OTHER EMPLOYEE BE	3,900	0	3,900	1,052.09	.00	2,565.36	34.2%						
322400	512915	CLEANING ALLOWANC	2,400	0	2,400	57.35	.00	2,342.65	2.4%						
322400	512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	0%						
322400	521300	TECHNICAL CONTRAC	8,500	0	8,500	2,054.50	.00	6,425.50	24.4%						
322400	521300	LAWN CARE CONTRAC	13,500	0	13,500	1,345.00	.00	12,155.00	10.0%						
322400	522140	BUILDING REPAIRS &	40,000	0	40,000	10,521.68	.00	29,302.40	26.7%						
322400	522230	VEHICLE REPAIRS &	3,000	0	3,000	744.48	.00	2,255.52	24.8%						
322400	523500	TRAVEL	21,000	0	21,000	808.00	.00	19,895.00	5.3%						
322400	523600	DUES & FEES	2,700	0	2,700	560.00	.00	1,950.00	27.8%						
322400	523620	CREDIT CARD & BAN	0	0	0	86.19	.00	-86.19	100.0%						
322400	523700	TRAINING & EDUCAT	21,000	0	21,000	1,280.00	.00	19,720.00	6.1%						
322400	531100	SUPPLIES - GENERA	3,000	0	3,000	1,682.15	.00	1,317.85	56.1%						
322400	531110	SUPPLIES - OFFICE	3,200	0	3,200	679.13	.00	2,201.44	31.2%						
322400	531120	UNIFORMS	4,000	0	4,000	144.00	.00	3,856.00	3.6%						
322400	531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	0%						
322400	531155	SUPPLIES - BUILDI	28,000	0	28,000	2,430.06	.00	25,569.94	8.7%						
322400	531200	UTILITIES	50,000	0	50,000	14,133.47	.00	35,866.53	28.3%						
322400	531250	OIL	300	0	300	.00	.00	300.00	0%						
322400	531300	GASOLINE	7,000	0	7,000	1,674.37	.00	5,279.03	24.6%						
322400	531700	MEALS - FOOD	500	0	500	156.18	.00	343.82	31.2%						
322400	531700	OTHER SUPPLIES	14,000	0	14,000	394.67	.00	13,605.33	2.8%						
322400	542400	COMPUTERS & COMPU	2,000	0	2,000	.00	.00	2,000.00	0%						
TOTAL PD SUPPORT SERVICES			1,190,340	0	1,190,340	323,753.06	1,331.50	865,255.44	27.3%						

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

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

322600 CUSTODY OF PRISONERS

322600 523900 OTHER PURCHASED S	105,000	0	105,000	19,224.33	.00	85,775.67	18.3%
TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	19,224.33	.00	85,775.67	18.3%
TOTAL GENERAL FUND - OPERATING	10,230,505	23,640	10,254,145	3,133,356.42	15,758.39	7,105,030.19	30.7%
TOTAL EXPENSES	10,230,505	23,640	10,254,145	3,133,356.42	15,758.39	7,105,030.19	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,230,505	23,640	10,254,145	3,133,356.42	15,758.39	7,105,030.19	30.7%

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

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99									
ACCOUNTS FOR:									
0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
210001 REVENUES									
210001	351320 STATE CASH CONFISC	-43,000	0	-43,000	-18,645.00	.00	-24,355.00	43.4%	
210001	361400 STATE INTEREST INC	-250	0	-250	-47.11	.00	-202.89	18.8%	
210001	361400 TREAS INTEREST TRE	-50	0	-50	-10.77	.00	-39.23	21.5%	
210001	392100 STATE SALE OF ASSE	-5,000	0	-5,000	-4,650.00	.00	-350.00	93.0%	
TOTAL REVENUES		-48,300	0	-48,300	-23,352.88	.00	-24,947.12	48.3%	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							

210415 EXPENDITURES

210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	288.62	.00	4,211.38	6.4%
210415 523200 STATE COMMUNICATIO	17,000	0	17,000	1,672.88	.00	15,327.12	9.8%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700 STATE TRAINING & E	5,000	0	5,000	.00	.00	5,000.00	.0%
210415 531600 JUSTI SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531600 STATE SMALL EQUIPM	21,650	0	21,650	.00	.00	21,650.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 JUSTI OTHER SUPPLI	500	0	500	.00	.00	500.00	.0%
210415 531700 TREAS OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
TOTAL EXPENDITURES	50,300	0	50,300	1,961.50	.00	48,338.50	3.9%
TOTAL CONFISCATED ASSETS	2,000	0	2,000	-21,391.38	.00	23,391.38	-1069.6%
TOTAL REVENUES	-48,300	0	-48,300	-23,352.88	.00	-24,947.12	
TOTAL EXPENSES	50,300	0	50,300	1,961.50	.00	48,338.50	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,000	0	2,000	-21,391.38	.00	23,391.38-1069.6%	

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

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COL
370001 REVENUES								
370001	INTEREST INCOME	-2,000	0	-2,000	-859.46	.00	-1,140.54	43.0%
TOTAL REVENUES		-2,000	0	-2,000	-859.46	.00	-1,140.54	43.0%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COI
370002 OTHER FINANCING SOURCES								
370002	391000 GF TRANSFERS IN	-384,600	0	-384,600	-384,600.00	.00	.00	100.0%
	TOTAL OTHER FINANCING SOURCES	-384,600	0	-384,600	-384,600.00	.00	.00	100.0%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJUSTMENTS	BUDGET			BUDGET	USE/COL
370005 EXPENDITURES								
370005	522210 132 FACILITY REPAIR	0	0	0	147,500.34	17,323.85	-164,824.19	100.0%
370005	523920 133 COMPUTER SOFTW	0	0	0	.00	23,308.61	-23,308.61	100.0%
370005	531600 610 SMALL EQUIPMEN	0	0	0	.00	1,368.00	-1,368.00	100.0%
370005	541100 610 SITES	0	0	0	.00	45,900.00	-92,200.00	100.0%
370005	541400 INFRASTRUCTURE	396,600	0	396,600	.00	.00	396,600.00	.0%
370005	542400 132 COMPUTERS & CO	0	0	0	.00	5,020.00	-5,020.00	100.0%
370005	542400 610 COMPUTERS & CO	0	0	0	.00	5,066.28	-5,066.28	100.0%
370005	542500 420 OTHER EQUIPMEN	0	0	0	.00	187,220.00	-187,220.00	100.0%
TOTAL EXPENDITURES		396,600	0	396,600	193,800.34	285,206.74	-82,407.08	120.8%
TOTAL CAPITAL ACQUISITION FUND		10,000	0	10,000	-191,659.12	285,206.74	-83,547.62	935.5%
TOTAL REVENUES		-386,600	0	-386,600	-385,459.46	.00	-1,140.54	
TOTAL EXPENSES		396,600	0	396,600	193,800.34	285,206.74	-82,407.08	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,000	0	10,000	-191,659.12	285,206.74	-83,547.62	935.5%

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

25

[illegible]

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
					111,667.87
1/12/2022	PO 21021033	AT&T Nov 11 - Nov 28 Cell Phones		3,024.80	108,643.07
1/31/2022		Interest Credit	14.91		108,657.98
2/4/2022		DPD's Share - Lookout Mountain Drug Task Force	19,510.00		128,167.98
2/15/2022	PO 21021034	AT&T Nov 29 - Dec 28 Cell Phones		1,706.86	126,461.12
2/15/2022	PO 21021035	Frank's Auto & Wrecker Service 2018 Hyundai Sonata		115.00	126,346.12
2/15/2022	PO 21220001	AT&T Dec 29 - Jan 28 Cell Phones		1,672.88	124,673.24
2/28/2022		Interest Credit	15.26		124,688.50
3/31/2022		Interest Credit	16.94		124,705.44
4/14/2022		GT Gun Trade-In	2,325.00		127,030.44
4/29/2022		Interest Credit	16.05		127,046.49
4/29/2022		GOVDEALS - 2009 Honda Accord Sold	8,887.50		135,933.99
4/29/2022	PO 21220002	DA's Office - Walker Seizure Court Costs		67.81	135,866.18
4/29/2022	PO 21220003	Clerk's Office - Walker Seizure Court Costs		82.00	135,784.18
4/29/2022	PO 21220004	DA's Office - Ruiz & Ramirez Court Costs		56.81	135,727.37
4/29/2022	PO 21220005	Clerk's Office - Ruiz & Ramirez Court Costs		82.00	135,645.37

[illegible]

Federal Forfeitures Fund Treasury Funds

[illegible]

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: May 24, 2022
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.9	1	<u>Table of Organization</u> Updated Effective Date Removed Safety Code Enforcement positions Re-classified position in Property & Evidence Section Updated Employee Totals
4.18	1	<u>Public Safety Cadet Program</u> Updated Revision and Re-evaluation dates New policy for Public Safety Cadet Program that incorporates the previous policy for ride-along and updates all terminology for the new program
4.19	1	<u>Emergency Death, Serious Injury, or Serious Illness Notification</u> Updated Revision and Re-evaluation dates Section I – Rewording Section III - Rewording
6.7	1 2	<u>Automated Emergency Notification System</u> Updated Revision and Re-evaluation dates Section II – Rewording Section III – New wording
7.2	1 2-3	<u>Burglary and Robbery Alarm Procedures</u> Updated Revision and Re-evaluation dates Updated title of policy Section I – Rewording Section II - Rewording
7.15	1 2	<u>Roadblocks</u> Updated Revision and Re-evaluation dates Section I – Rewording Section III – Rewording Section IV – Rewording

7.17

1

Criminal Intelligence

Updated Revision and Re-evaluation dates

7.26

1

Unmanned Aircraft Systems

Updated Revision and Re-evaluation dates

2-5

Section IV – Rewording

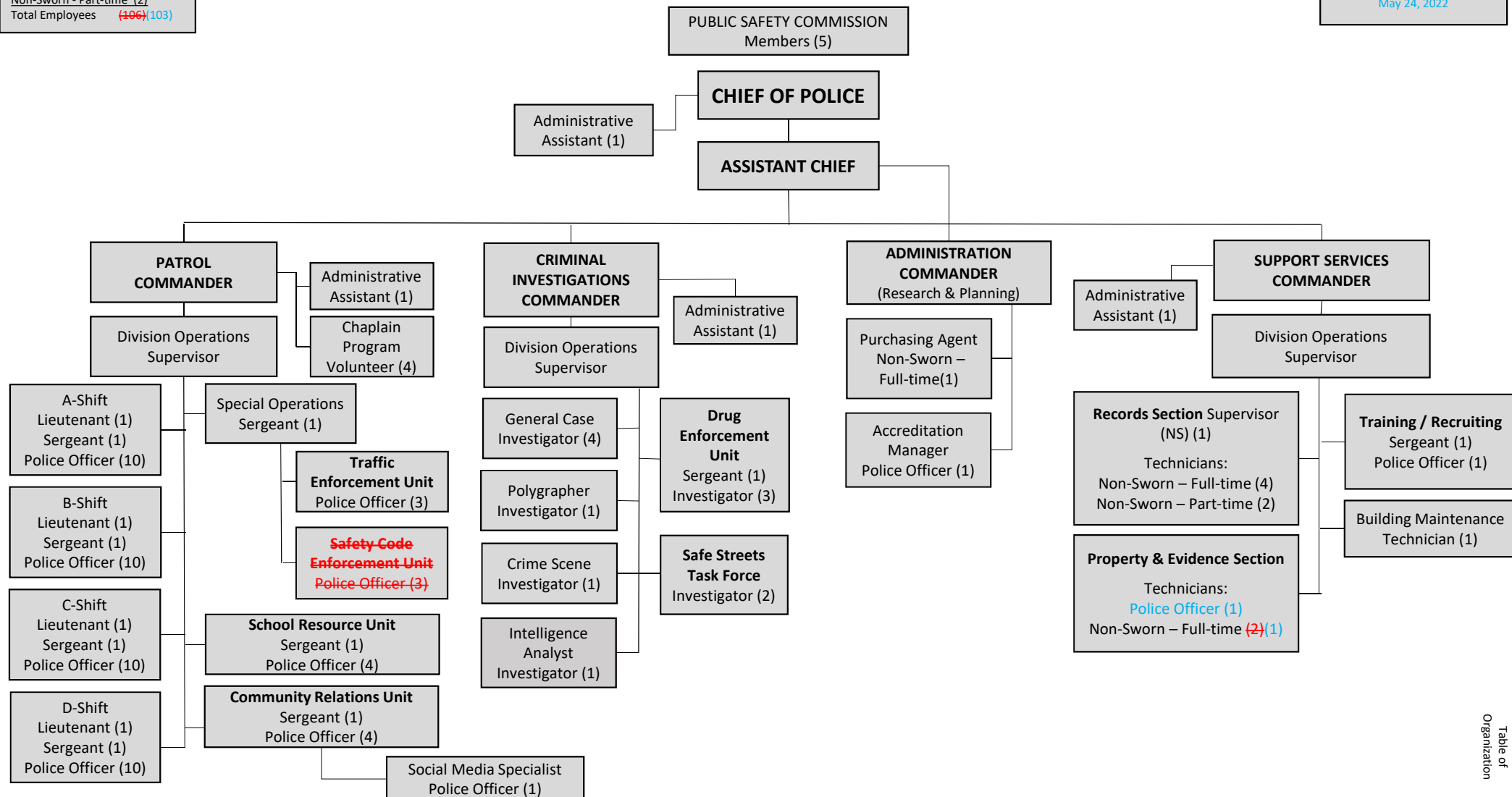
4

(E)(3) – Removed item and updated numbering

Sworn Officers ~~(91)~~(89)
 Non-Sworn - Full-time ~~(13)~~(12)
 Non-Sworn - Part-time (2)
 Total Employees ~~(106)~~(103)

Table of Organization
 Effective ~~June 22, 2021~~
 May 24, 2022

DALTON POLICE DEPARTMENT



DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO93-4.18
Subject Ride-Along Program—Explorers Public Safety Cadet Program			
Reference CALEA Standards – 45.3.1, 45.3.2, 45.3.3		Revised May 26, 2020 24, 2022	
Distribution All Personnel	Re-evaluation Date May 2022 2024		No. Pages 6

I. Policy

~~It is the policy of the Dalton Police Department to give law enforcement Explorer scouts an opportunity to better understand the police officer's function in law enforcement and to broaden the Explorers' knowledge of basic police patrol procedure through ride-alongs.~~

It is the policy of the Dalton Police Department to maintain a Public Safety Cadet Program that provides knowledge, skills, and practical experiences to the youth of this community through education and training that is delivered by qualified members of this Department and is structured to build character, physical fitness, and respect for the rule of law and human and civil rights.

II. Purpose

The purpose of the Public Safety Cadet (PSC) Program is:

- A. To provide a program of leadership, ethics, and career preparation training that educates young adults on the purpose, mission, and objectives of law enforcement.
- B. To provide an opportunity for Cadets to perform community service, gain practical experience, develop leadership skills, participate in career skills competitions, and take part in team-building recreational activities.
- C. To help prepare Cadets to become better citizens and community members through character development, physical fitness, good citizenship, and patriotism.
- D. To help build a recruitment pipeline and pathway to employment in the law enforcement profession.

III. Definitions

- A. *Cadet* – A youth, age 15 to 20, registered in good standing and actively participating in the Dalton Police Department's Public Safety Cadet Program.
- B. *Lead Mentor* – A sworn employee, designated by the Chief of Police, that bears responsibility for the overall administration of the PSC Program and the coordination of other designated Mentors for the program.

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.

- C. *Mentor* – An employee with a certain area of expertise in the law enforcement profession that has been designated and determined suitable by the Department to perform as a trusted, knowledgeable advisor in the guidance and training of Cadets.

IV. **Program Requirements**

A. Initial Enrollment

1. PSC enrollment is available to young adults ages 15 through 20. Cadets will age-out of the program upon achieving their 21st birthday.
2. Those young adults wishing to participate in the PSC Program shall complete the required application and submit it to the Lead Mentor for review.
3. The Lead Mentor or a designated Mentor shall conduct a thorough background check to assess the applicant's character and integrity and may include interviews with neighbors, teachers, and / or employers.
4. The applicant must not have a prior conviction for a significant criminal offense or serious traffic offense.
5. The applicant must not have undisclosed physical limitations that would prevent participation in the program and organized physical fitness activities.
6. The applicant must have at least a "C" average in all high school or college classes.
7. An Agreement and Legal Waiver Form shall be signed by the Cadet's parent(s) or legal guardian or by the Cadet if he / she is at least 18 years of age.
8. Upon acceptance into the program, the Cadet shall receive basic training from a curriculum that may include the following topics:
 - a. The history of public safety and policing
 - b. Patrol procedures
 - c. Criminal law
 - d. Juvenile law
 - e. Arrest, search, and seizure
 - f. Report writing
 - g. Crisis intervention
 - h. Ethics

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.

- i. Physical fitness
- j. Self-defense
- k. Response to resistance
- l. Firearms safety
- m. Traffic control and crowd control
- n. Traffic accident investigations
- o. Traffic stops – misdemeanor and felony
- p. Basic first aid and CPR
- q. Radio communication procedures
- r. Crime prevention techniques
- s. Crime scene search techniques
- t. Public relations / Community outreach
- u. Dangerous drugs and narcotics
- v. Human and civil rights

B. Continued Enrollment

- 1. Cadets shall age-out of the program upon achieving their 21st birthday.
- 2. Cadets shall maintain at least a “C” average in all high school or college classes while a member of the program.
- 3. Cadets shall be responsible for the following:
 - a. Attending all program meetings, functions, and events, unless excused by the Lead Mentor.
 - b. Obtaining all required uniforms and equipment, unless provided by the PSC Program.
 - c. Maintaining all required uniforms and equipment in a working, presentable condition.
 - d. Maintaining a neat, clean, and well-groomed appearance.
 - e. Adhering to all requirements outlined in the Dalton Public Safety Cadet Program Standard Operating Procedures manual.

C. Prohibited Activities

RESTRICTED LAW ENFORCEMENT DATA

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

1. Cadets are strictly prohibited from the following:
 - a. Disclosing official information of the Department, outside agencies, victims, suspects, or complainants to any person other than whom it is intended.
 - b. Using coarse, profane, or insolent language.
 - c. Dating other members of the Dalton PSC Program.
 - d. Using tobacco products in public or at PSC functions.
 - e. Loitering about the Police Services Center without a legitimate purpose.
 - f. Wearing any PSC Program insignia (badge patches or shoulder patches) on any article of clothing not expressly permitted by the Lead Mentor or carrying about any PSC Program insignia when not involved in a PSC function.
 - g. Using any badge, identification card, patch, business card, etc. in an attempt to escape the consequences of any illegal action or to find favor with any law enforcement or public official.
 - h. Attempting to identify himself or herself as a law enforcement officer of any type for any reason.
 - i. Possessing any weapon of any type at any PSC function, unless participating in supervised weapons training that is part of the PSC curriculum.
2. Grounds for the discipline of a Cadet include:
 - a. Violation of any law.
 - b. Violation of any rule, regulation, or policy contained in the Dalton Public Safety Cadet Program Standard Operating Procedures manual.
 - c. Conduct outside of the PSC Program, which would tend to bring discredit or criticism to the Department or the program.
3. Discipline of a Cadet may include:
 - a. Oral reprimand
 - b. Written reprimand
 - c. Demotion of rank
 - d. Probation or suspension from program activities
 - e. Dismissal from PSC Program

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.

- f. Other appropriate measures, as determined by a Mentor

D. Mentors

1. The selection of a Lead Mentor shall be approved by the Chief of Police.
2. The Lead Mentor shall be responsible for selecting an additional Mentor(s) to assist with the program, and shall take into consideration the candidate's job performance, experience, and availability.
3. Mentors shall adhere to all Department policies, PSC Program standard operation procedures, and local, state, and federal laws while administering and participating in the PSC Program.
4. All Mentors are required to complete the Youth Safety and Abuse Prevention training course.

V. II. Guidelines for Explorer Ride-Alongs PSC Ride-Along Program

- A. The ~~Explorer~~ Cadet must be seventeen (17) years of age or older and must be approved by the ~~Explorer Post Advisor or associate advisor(s)~~ Lead Mentor or other designated Mentor before prior to being eligible to participate in the ride-along program.
- B. Required Forms
 1. The following forms shall be signed and dated by a parent or legal guardian of the ~~Explorer~~ Cadet, the ~~Explorer~~ Cadet, and a notary.
 - a. Hold-harmless Agreement
 - b. Medical Release Agreement
 - c. Ride-along Agreement
 2. The required forms, along with an approved ride-along list of ~~Explorers~~ Cadets, shall be placed with the ride-along logbook in the roll call room.
 3. The ~~Post Advisor~~ Lead Mentor shall be responsible for seeing that required forms are completed, routed to the proper place, and ultimately filed.
 4. Ride-along log forms shall be retained for a minimum of one (1) year. The ~~Post Advisor~~ Lead Mentor shall be responsible for maintaining these files.
- C. ~~An Explorer~~ A Cadet shall not, under any circumstance, be allowed to carry a firearm or any other offensive or defensive weapon while participating in the ride-along program. ~~or any other Explorer function, except during supervised firearms training.~~
- D. ~~Explorers~~ Cadets may ride participate in the ride-along program for a maximum of sixteen (16) hours per month; a minimum of four (4) hours and a maximum of eight (8) hours per day. Specific hours for riding along ~~will~~ shall be determined by the

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.

age of the ~~Explorer~~ Cadet and approved by the ~~Post-Advisor~~ Lead Mentor. Additional ride-along hours may be approved by the ~~Post-Advisor~~ Lead Mentor with the Patrol Division Commander's approval.

E In advance of riding along, ~~Explorers~~ Cadets must:

1. Be current with their attendance.
2. Undergo any training program required by the ~~Post-Advisor~~ Lead Mentor.
3. Schedule their ride-along with the ~~Post-Advisor~~ Lead Mentor at least forty-eight (48) hours in advance.
4. Report at least fifteen (15) minutes prior to the scheduled ride-along time in full uniform with a flashlight, notebook, and pen.
5. Be clean and neat in appearance.
6. Complete training exercises, which include, but are not limited to:
 - a. Daily operations of a police officer
 - b. ~~Explorer-Post~~ PSC Program guidelines
 - c. Familiarization with police vehicles and equipment
 - d. Dress and equipment required when participating in the ride-along program
 - e. Expected conduct of the ~~Explorer~~ Cadet:
 - (1) Cadets shall follow the directions of the supervising ~~FTO~~ Officer.
 - (2) ~~Explorers~~ Cadets shall not carry on a conversation with any prisoner, witness, or complainant unless specifically directed by the supervising ~~FTO~~ Officer.
 - (3) ~~Explorers~~ Cadets shall be courteous to the public and fellow Officers.
 - f. Code of conduct for police officers.
 - g. The City of Dalton's tobacco-free policy.
 - h. Additional training, to include:
 - (1) Note-taking
 - (2) Geographical orientation of the ~~area~~ City
 - (3) Communications and radio procedure

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.

7. Pass the ride-along test with a 90% accuracy after one year of being in the ~~Explorer Post~~ PSC Program and completing the training program
- F. The following procedures shall be followed for ~~an Explorer~~ a Cadet to participate in the ride-along program. These procedures must start at least forty-eight (48) hours in advance. Any variance to the following procedures shall result in disciplinary action.
1. Contact the ~~Post-Advisor~~ Lead Mentor for approval. If the ~~Post-Advisor~~ Lead Mentor cannot be contacted, the ~~Explorer~~ Cadet shall contact ~~an associate-advisor~~ a different Mentor for approval.
 2. The ~~Post-Advisor / associate-advisor~~ Lead Mentor or other designated Mentor shall contact the Watch Commander on the shift the ~~Explorer~~ Cadet wishes to ride for his / her approval.
 3. ~~The Explorer can only ride with active Department Field Training Officers (FTOs) that have completed an orientation that, at a minimum, includes an verbal overview of the objectives of Law Enforcement Exploring, the Department's ride-along policy, and the Explorer Post's standard operating procedures for both Explorers and law enforcement Officers.~~ The Cadet shall only be allowed to ride with an Officer that has at least three (3) years of experience with the Department and has completed an orientation of the Dalton Public Safety Cadet Program's standard operating procedures, a review of this directive, and a Youth Safety and Abuse Prevention training course.
 4. After having secured approval from the Watch Commander, the ~~Post-Advisor or associate-advisor~~ Lead Mentor or other designated Mentor shall notify the ~~Explorer~~ Cadet of the date, time, Watch Commander, and supervising ~~FTO~~ Officer he / she ~~will~~ shall be riding with.
 - a. Any ~~Explorer~~ Cadet who participates in the program shall be required to wear protective body armor. When the ~~Explorer~~ Cadet contacts the ~~Post-Advisor or associate-advisor~~ Lead Mentor or other designated Mentor with the required information, arrangements ~~will~~ shall be made to secure the body armor.
 - b. When the ~~Explorer~~ Cadet completes his / her ride-along, as soon as possible, the ~~Explorer~~ Cadet shall arrange for the return of the body armor to the ~~Post-Advisor or associate-advisor~~ he / she ~~obtained it from~~ Lead Mentor or other designated Mentor.
 - c. The ~~Explorer~~ Cadet shall make an entry in the ~~Explorer~~ PSC ride-along logbook with all the appropriate information. This ~~must~~ shall be completed each time the ~~Explorer~~ Cadet rides.
 - d. The ~~Explorer~~ Cadet shall have the supervising ~~FTO~~ Officer complete the ~~Explorer~~ Cadet Observation Report. This shall be turned in to the ~~Post-Advisor or associate-advisor~~ Lead Mentor or other designated Mentor with the return of the protective body armor.

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.

- G. In all instances, the Watch Commander shall have final authority to approve or disapprove a ride-along.
- H. During the ride-along, the ~~Explorer~~ Cadet:
1. Shall follow the supervising FTO's Officer's lawful directions, regardless of the ~~Explorer's~~ Cadet's personal feelings. Any disagreement or problem shall be reported in writing to the ~~Post-Advisor~~ Lead Mentor, as soon as practical. Failure to obey the lawful order of the supervising ~~FTO~~ Officer shall be grounds for suspension of ride-along privileges and possible expulsion from the ~~Explorer-Post~~ PSC Program.
 2. If requested, shall handle the radio communications for the supervising ~~FTO~~ Officer, take down all radio broadcasts to the unit he / she is in, and should an emergency situation require it, call for back-up for the supervising ~~FTO~~ Officer.
 3. Shall not talk or engage in conversation with any victim, witness, or suspect, unless directed to do so by the supervising ~~FTO~~ Officer. If directed to do so, it shall only be to obtain identification information for use in a report.
 4. Shall complete an ~~Explorer~~ Cadet Observation Report and submit it to the ~~Post-Advisor~~ Lead Mentor.
- I. Calls in which the ~~Explorer~~ Cadet may participate
- The ~~Explorer~~ Cadet participates in the ride-along program as an observer. The ~~Explorer~~ Cadet may fulfill various duties as determined by the supervising ~~FTO~~ Officer. These may include:
1. Traffic / crowd control
 2. Radio communications
 3. Assisting motorists
 4. Completion of routine paperwork that will not be used in any court action
 5. Protecting crime scenes
 6. Assisting with interpretation, as needed
 7. Calls that are low risk in nature
- J. Calls in which the ~~Explorer~~ Cadet shall ~~may~~ not participate
- At no time shall the ~~Explorer~~ Cadet be knowingly placed at risk or used in dangerous or undercover activities. ~~Some-specific~~ A non-exclusive list of situations to avoid:
1. Interview / interrogation of witnesses or suspects

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.

2. Participation in the arrest of any person or left in control of a prisoner
 3. Leaving the police vehicle, unless instructed by the supervising ~~FTO~~ Officer
 4. Assisting at any scene, unless requested by the supervising ~~FTO~~ Officer
 5. Using or being in control of any deadly or less-lethal weapon
 6. Completion or signing of any legal documentation, such as traffic citations, warrantless arrest forms, incident reports, etc.
 7. Assisting in providing cover for any possible crime in progress
 8. Driving of any Department vehicle
 9. Riding with any vice, narcotics, or organized crime unit
 10. Conducting field testing of narcotics or any other controlled substance involved in an investigation
 11. Being involved in a vehicle pursuit
- K. High-risk call procedure

The supervising ~~FTO~~ Officer shall follow the following procedure for high-risk calls:

1. In case of a high-risk call, such as a vehicle pursuit or active shooter, the supervising ~~FTO~~ Officer shall return the ~~Explorer~~ Cadet to the Police Services Center or stop at the first convenient location and radio the position of the ~~Explorer~~ Cadet so that another Officer can affect a pickup, while the supervising ~~FTO~~ Officer proceeds to the call.
 2. In case of an immediate emergency, the supervising ~~FTO~~ Officer shall use his / her best judgement with respect to the safety and security of the ~~Explorer~~ Cadet. The ~~Explorer~~ Cadet shall remain in the police vehicle and observe until the supervising ~~FTO~~ Officer advises that the situation is safe.
- ~~L. The Explorer is prohibited from sleeping while involved in any Explorer Post function.~~
- ~~M. The Explorer Cadet is prohibited from using tobacco products while involved in any Explorer Post function.~~
- ~~N. Any Explorer found in possession of or using illegal narcotics shall be dismissed immediately and criminal charges, if applicable, shall be filed.~~
- ~~L.O.~~ Any ~~Explorer~~ Cadet under the age of eighteen (18) shall not ride past midnight on any night. Additionally, any ~~Explorer~~ Cadet attending high school shall be prohibited from riding Sunday through Thursday, between 10:00 p.m. and 7:00 a.m., while school is in session.
- ~~M.P.~~ ~~Explorers~~ Cadets shall be provided classroom training related to blood-borne pathogens and personal protective equipment due to the higher probability that

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.

they may come into contact with blood and bodily fluids during the course of a ride-along.

N.Q. All incidents shall be reported by the ~~Post-Adviser~~ **Lead Mentor**, via telephone, to the ~~local Learning for Life (LFL) representative~~ **Public Safety Cadets national office** within 24 hours of the occurrence.

1. As soon as possible, a ~~LFL Incident Information Report~~ **written report of the incident** shall be completed and transmitted, via fax or e-mail, ~~both~~ to the national ~~and local Learning for Life offices~~ **PSC office**.
2. An incident is defined as any situation where ~~an Explorer~~ **a Cadet** or adult, involved in a ~~Law Enforcement Exploring~~ **PSC Program related** activity, was injured and / or significant property damage was incurred as a result of the activity. Additionally, an incident would include any situation where ~~an Explorer~~ **a Cadet**, adult, or other individual is the victim of a crime that may be associated with his / her involvement in ~~Law Enforcement Exploring~~ **the PSC Program**.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO91-4.19
Subject Emergency Death, Serious Injury, or Serious Illness Notification			
Reference CALEA Standard – 55.2.6		Revised May 26, 2020 24, 2022	
Distribution All Personnel	Re-evaluation Date May 2022 2024		No. Pages 3

I. Policy

It is the policy of the Dalton Police Department that death notifications and, when possible, notifications of seriously injured or seriously ill persons be made personally by members of the Department and that ~~Officers offer~~ appropriate assistance or referrals ~~be offered~~, when needed, to help ease the trauma of the news. When available, members of the Department's Chaplain Program should be requested to deliver or assist in delivering notifications.

II. Background

The delivery of emergency notifications is a task that no Officer likes but one which may be called upon to perform as part of his / her police duties. The news, which is being brought, may, in a moment, destroy the very basis of the individual's world. As the notifier, it is the Officer's duty to deliver this personal news in a concise, straightforward, and compassionate way. The Officer should approach the notification knowing it is his / her role to spend whatever time is necessary to calm and comfort the survivor(s) or next-of-kin and to assist in gaining access to any other support persons or services that may be needed.

III. Gathering Information

- A. Gather essential details surrounding the deceased, seriously injured, or seriously ill person and the immediate survivor or next-of-kin (name, age, ~~sex~~ gender, race, home address, location, nature and time of death, location of the body, etc.).
- B. Determine the closest relative. If unavailable, or if there will be some delay in making contact, determine who the next closest relative would be.
- C. The most immediate relative should be the first to have knowledge of the death, serious injury, or serious illness outside of any persons who were involved at the scene of the incident.
- D. If possible, try to obtain ~~information~~ any details about the next-of-kin that ~~might~~ could create a problem during the notification, such as physical or mental health problems or the inability to understand English.

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.

- E. Avoid using the police radio to communicate information concerning the deceased, seriously injured, or seriously ill person.

IV. **Making the Notification**

- A. If possible, Officers should be accompanied by another individual during a death, serious injury, or serious illness notification. Time permitting, efforts shall be made to contact the on-call Chaplain to assist with the notification.
- B. Verify the address of the survivor's or next-of-kin's home to make sure it is correct.
- C. A deceased person's personal effects should not be brought to the home during the notification.
- D. Officers should request to be permitted inside the home before the actual notification to ensure the survivor's or next-of-kin's need for personal privacy is not compromised during this traumatic moment.
- E. Before beginning the notification, determine whether other adult members of the immediate family are at home. If so, they should be brought together and told all at once so that the Officer will not need to repeat the notification and to spare the present family members the task of doing this. It is preferred that young children be excused until their parents can speak to them later.
- F. It is important that the Officer speak in plain language and in a straightforward fashion. Graphic details regarding the cause of death or injury, particularly in cases of violent accidents or ~~murder~~ **homicides**, should not be discussed at this time (i.e. decapitation).
- G. It is best to refer to the deceased, seriously injured, or seriously ill person by first name or by the relationship to the survivor or next-of-kin (son, daughter, etc.). Using references, such as "body," "corpse," "deceased," or "the victim," might be regarded as callous or uncaring by the family members.

V. **Potential Reactions**

- A. Officers should be alert to any atypical reaction to the notification. Survivors or next-of-kin may:
 - 1. Faint or the news may precipitate a heart attack, or other physical reaction, that requires emergency first aid or professional medical attention.
 - 2. Become hysterical or angry and turn their hostility on the notifier.
- B. The importance of using two individuals for notifications is evident in both cases.

VI. **Answering Questions and Making Referrals**

- A. After the survivor or next-of-kin has regained a degree of composure, the notifier should be prepared to answer questions regarding procedures for making funeral arrangements and other police procedures. This should be kept as simple as possible at this early stage.

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.

- B. Notifiers should avoid becoming involved in discussions about life insurance, social security benefits, etc. The persons making the notification should make sure that all essential details are written down and that their names and phone numbers are left with the individual.
- C. To assess the survivor's or next-of-kin's physical and emotional well-being, the notifier should determine if the individual has reasonable control over his or her emotions and if support persons, such as close friends or family members, should be summoned. The Officer should remain with the survivor or next-of-kin until other support persons arrive.

VII. **Delivering Notifications from Other Agencies**

Should any outside agency request assistance in delivering a death notification or other emergency message, sufficient information shall be obtained to answer obvious questions which might be asked by the next-of-kin. The guidelines within this policy should be followed in making an outside agency notification.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date November 28, 2006	Number GO06-6.7
Subject Automated Emergency Notification System			
Reference CALEA Standards – 41.2.5, 41.2.6		Revised May 26, 2020 24, 2022	
Distribution All Personnel	Re-evaluation Date May 2022 2024		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department to utilize, when circumstances dictate, an automated emergency notification system in order to enhance the ability to contact community members in emergencies and other situations in order to give instructions, information, or warnings.

II. Definitions

- A. *CodeRED* – A trademark of Emergency Communications Network and a general concept that refers to using a telephone database, combined with a digital map, to notify community members of emergencies, missing persons, or other information. In this policy, the automated emergency notification system is referred to by its product name, “CodeRED”.
- B. *Telephone Database* – The names, addresses, and telephone numbers of businesses and residents in the community. The database for this system is maintained by CodeRED and updated on a yearly basis or more frequently, if needed. This database may not be used in routine investigations to obtain occupant information or telephone number-name cross references.
- C. *Digital Map* – An electronic map provided by the vendor to synchronize with the telephone database in order to allow a system user to outline geographic features within which notifications may be made.
- D. *Outbound Session* – Refers to any message transmitted by a system user to any notification list or geozone.
- E. *Notification List* – Any pre-determined group(s), individual(s) ~~citizen(s)~~, or first responder(s) for which a potential for notification has been identified in advance of emergencies.
- F. *Geozone* – A section of the digital map, of any shape, that is selected by a system user for use in delivering a message in an outbound session. Geozones can be developed as a situation occurs or in advance, based on a perceived potential hazard.

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.

- G. *Mobilization* – The ability to use system modules to develop scenarios and functions for notifying any or all Department members and responders.

III. **Procedures**

A. System Users

1. Only trained Whitfield County 911 Center and Whitfield County Emergency Management Agency personnel may access the CodeRED system.
2. One person shall serve as the site administrator for the county departments. The site administrator shall be responsible for overall maintenance of the system data and phone lines and for controlling access to the system by assigning user names and passwords. The site administrator shall promptly seek appropriate technical assistance if problems occur. One additional person shall be designated as the backup site administrator.
3. The Whitfield County 911 Center and the Whitfield County Emergency Management Agency shall be responsible for launching all emergency notification sessions upon request.

B. Testing and Maintenance

Testing and maintenance of the system shall be completed by employees of the Whitfield County 911 Center and the Whitfield County Emergency Management Agency.

C. Authorization for Launch

Department Supervisors have the authority to coordinate with Whitfield County 911 Center or Whitfield County Emergency Management Agency personnel to activate the system, when necessary. Activations may occur during the following situations:

1. Community Policing Operations
 - a. Missing children / elderly alerts
 - b. Crime prevention notices
 - c. Investigative canvassing
 - d. Endangered missing adult
 - e. Prisoner escape
 - f. Shelter-in-place
2. Staff Notifications

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.

Activation of the mobilization system may be used to notify Department personnel. All mobilization sessions shall take a lower priority than emergency sessions. In order to maximize the effectiveness of the mobilization system, pre-determined lists and groupings must be developed prior to activation.

3. Other Situations

- a. There may be other situations in which public alerting becomes necessary. It is not practical to define all cases where the CodeRED system could be used.
- b. The following criteria shall be used as a general guideline for determining the need to launch an outbound session:
 - (1) Severity – Is there a significant threat to public life and safety?
 - (2) Public Protection – Is there a need for members of the public to take a protective action in order to reduce loss of life or substantial loss of property?
 - (3) Warning – Will warning members of the public assist in making the decision to take proper and prudent action?
 - (4) Timing – Does the situation require immediate public knowledge in order to avoid adverse impact?
 - (5) Geographic area – Is the situation limited to a defined geographic area? Is that area of a size that will allow for an effective use of the system, given the outgoing call capacity?
 - (6) Are other means of disseminating the information inadequate to ensure proper and timely delivery of the information?
- c. If the answer to all the questions above is “yes,” then the CodeRED system should be considered.

D. Notification Messages

- 1. The Supervisor requesting an activation of the CodeRED system shall provide the Whitfield County 911 Center with the message to be sent.
- 2. The maximum length of an outgoing message shall be no longer than one (1) minute in length.

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.

3. The warning message shall be written in a style that clearly conveys the potential hazard to the public. An effective warning must be specific, clear, consistent, and accurate.
4. The content of the message shall include, if applicable, the following information:
 - a. The person(s) and organization responsible for generating the alert
 - b. A detailed description of the event that has occurred (or may occur) and the danger that it poses
 - c. A detailed description of the geographic areas that are at risk, using well-known landmarks and / or geographic boundaries
 - d. Guidance on what people should do to protect themselves
 - e. The time available for those in the affected area to take the appropriate protective action

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-7.2
Subject Robbery or Burglar and Robbery Alarm Procedures			
Reference CALEA Standard – 81.2.12		Revised May 26, 2020 24, 2022	
Distribution All Personnel	Re-evaluation Date May 2022 2024		No. Pages 3

I. Policy

~~Armed robbery and burglary are serious crimes that pose serious risks to citizens and Officers. Officers shall respond to reports of these crimes with urgency in order to maximize safety for employees, bystanders, and Officers and to enhance the probability of arrest.~~ The policy of the Dalton Police Department is that Officers shall respond to burglar and robbery alarms with urgency in order to enhance the probability of arrest, thereby increasing safety for the victims of these crimes and other bystanders.

II. Procedures

A. Burglar Alarm Response

1. When burglar alarms are received, the Whitfield County 911 Center shall advise the location of the alarm and dispatch two (2) units to respond.
2. Responding Officers shall not delay their response to burglar alarm calls but should not respond in “emergency mode” unless there is a significant probability that the crime is in progress.
3. If possible, the Whitfield County 911 Center shall keep in contact with persons at the location or with the notifying party.
4. Responding Officers shall notify the Whitfield County 911 Center of their arrival, park away from the location, and approach on foot.
5. Officers shall attempt to determine if a crime is occurring or has already occurred. Part of this process, in most cases, shall include an inspection of the structure’s exterior doors, windows, fences, etc.

B. Robbery Alarm Response

1. When robbery alarms are received, the Whitfield County 911 Center shall advise the location of the alarm and dispatch two (2) units to respond.
2. Responding Officers shall not delay their response to robbery alarm calls

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.

and should, in most cases, respond to the scene in emergency mode by activating emergency lights and siren until within sight or sound of the location.

3. Responding units shall consider the following responsibilities:
 - a. The first unit at the scene should observe the most logical point of escape.
 - b. Secondary responding units should observe other points of escape.
 - c. Other responding units should remain an appropriate distance from the scene to assist any other units in possibly stopping a suspect vehicle or searching for suspects on foot.
 - d. Shotguns or rifles are recommended for deployment on these types of calls.
4. Responding Officers shall request that the Whitfield County 911 Center attempt to make telephone contact with someone at the location of the alarm. Upon making contact, the dispatcher shall attempt to ascertain if a robbery is in progress, a robbery has already occurred, or the alarm was accidentally activated.
5. Upon arrival at the robbery location, Officers shall attempt to remain hidden from view until the dispatcher can confirm the status of the situation.
6. For accidental activations of a robbery alarm, the dispatcher shall obtain a description and instruct an employee or other responsible person to step outside the building to speak with Officers. Officers may consider entering the structure with the employee or other responsible person to check on the welfare of anyone else inside.
7. If the Whitfield County 911 Center is unable to make telephone contact with anyone at the location, Officers shall treat the situation as if a robbery is in progress.

C. Robbery – In-progress or Already Occurred

1. Rapidly evolving circumstances may require an altered response as deemed necessary by a Supervisor.
2. If the Whitfield County 911 Center establishes communication by telephone, the person contacted shall be told to stay on the phone. The dispatcher ~~will~~ **shall** also attempt to determine if the suspects have actually left the building or scene, and if so, how long they have been gone and any other important facts.
3. Many businesses, including most banks, train employees to get armed robbers out of the facility quickly and to lock the doors behind the subject(s) in order to prevent re-entry and to reduce the potential for hostage

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.

situations. Officers may approach the structure if there is a visible notice on the entrance indicating that the suspect(s) has left the scene.

4. If no notice is visible, Officers shall not approach or enter the building until instructed to do so by an employee or a dispatcher that is communicating with employees. If dispatch can determine by phone that the scene is safe and secure, then dispatch shall request that an employee or other responsible person exit the building and meet an Officer to provide further details for the preliminary investigation.
5. Officers should keep in mind that they may encounter situations in which communication cannot be established with anyone inside the building due to the employees or other persons being restrained by the suspect(s) or other extenuating circumstances.
6. No attempt shall be made to arrest suspects until they have left the building, unless exigent circumstances, such as an active shooter situation, necessitate immediate action.
7. Officers arriving at the location shall be responsible for:
 - a. Securing the crime scene, including all possible exits
 - b. Identifying and obtaining information from witnesses
 - c. Informing other Officers of information, as it becomes available
8. Responding Officers shall immediately determine whether the suspect(s) left in a vehicle or on foot. If a vehicle was used, Officers ~~will~~ shall obtain a description, direction of travel, and occupant information. This information shall be given to the Whitfield County 911 Center for immediate broadcast.
9. If Officers determine that the scene has developed into a barricaded person or hostage situation, the guidelines in policy GO12-6.3, All Hazards Plan, shall be followed.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO89-7.15
Subject Roadblocks			
Reference CALEA Standard – 41.2.3		Revised May 26, 2020 24, 2022	
Distribution All Personnel	Re-evaluation Date May 2022 2024		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that Officers shall only implement roadblocks with the proper authority to end pursuits or for the apprehension of criminals. Officers shall always consider the safety of themselves and other ~~citizens~~ individuals during roadblocks.

II. Definitions

- A. *Roadblock* – For the purpose of this policy, roadblocks are defined as a stationary location of police vehicles and Officers intended for the specific purpose of limiting the escape opportunities for suspects who present a potential grave danger to the public if allowed to escape. In addition, carefully designed roadblocks may be established to end police pursuits of suspects known to be involved in violent felonies.
- B. *Watch Commander* – The District Commander or Sergeant, designated by the District Commander, who is responsible for the overall operations of his / her watch or unit in accordance with the rules and regulations of the Department.

III. Use of Roadblocks for the Apprehension of Criminals

- A. Factors Considered in Establishing Roadblocks
 - 1. Sufficient information and descriptions of wanted persons and vehicles
 - 2. The elapsed time between the crime and its discovery
 - 3. The longer it takes to evaluate the seriousness of the crime and assemble information, the less effective the roadblock will ~~potentially~~ be.
- B. Authority and Site Selection
 - 1. The Watch Commander shall have the authority to implement a roadblock to apprehend suspects.

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.

2. The site selected should provide for safety and surprise.
3. Intersections permit more areas of escape and complicate traffic control. Residential areas create a great danger to the public.
4. Make use of natural obstructions and look for terrain features that offer cover and protection.
5. The location should permit observation of vehicles turning around before reaching the roadblock.
6. The Watch Commander shall be responsible for supervising operations at the scene of the roadblock and shall have the authority to terminate the roadblock.

C. Roadblock Operations

1. Officers shall be in their duty uniform to be easily identified.
2. Officers shall be fully informed about the nature and seriousness of the crime, descriptions of the vehicle and wanted person(s), any weapons involved, and, if possible, any previous criminal record.
3. Courtesy is extremely important since non-involved persons ~~will~~ may be inconvenienced.
4. The patrol vehicle(s) should be positioned at a 45-degree angle to the traffic flow.
5. If possible, a stop sign shall be placed at the roadblock point. Flares, lights, and properly positioned vehicles make the roadblock safer, particularly at night.
6. Officers shall stay off the road and out of oncoming headlights. Once a car has stopped, Officers should not walk in front of the stopped vehicle.
7. Investigate all cars, even those known to the Officers. Determine which side of the road to seek if cover is required.
8. Officers shall not remain inside any vehicle positioned in the roadway blocking traffic.

IV. **Use of Roadblocks for Pursuits**

Officers should be mindful of the fact that barricading a roadway must be considered as a use of force likely to result in death or serious injury. The use of a roadblock must be directly related to the seriousness of the crime for which the suspect is being pursued.

A. Factors Considered in Establishing Roadblocks

RESTRICTED LAW ENFORCEMENT DATA

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

1. Roadblocks shall be utilized only as a last resort, when the violator being pursued presents a significant threat to Officers and / or ~~citizens~~ other individuals and has proven to have a total disregard for the lives and safety of the public.
2. The following factors shall be considered before establishing a roadblock:
 - a. The safety of Officers
 - b. The risk of physical injury to the occupants of the pursued vehicle
 - c. The protection of ~~citizens~~ individuals and their property

B. Authority and Site Selection

1. The Watch Commander shall have the authority to implement a roadblock to end vehicle pursuits.
2. Roadblocks shall be established in a well-lit and / or visible area of the roadway and shall not be positioned in a curve or on a hillcrest so that it cannot be seen by the suspect. The roadblock must be clearly visible from a sufficient distance to allow the suspect the opportunity to safely stop.
3. Every roadblock must offer the suspect an alternate path of travel / exit around the barricade.
4. When setting up a roadblock, Officers shall take measures to protect and warn other motorists. Whenever possible, a minimum of three units should be used: two units to block the lanes of travel and one unit to warn and direct traffic approaching from the opposite direction.
5. Once a decision has been made to establish a roadblock, the Whitfield County 911 Center shall announce on all radio frequencies the location of the roadblock and the circumstances surrounding the roadblock. The dispatcher shall also ensure that the pursuing Officer(s) acknowledge the location of the roadblock.
6. The Watch Commander shall be responsible for supervising operations at the scene of the roadblock and shall have the authority to terminate the roadblock.

C. Roadblock Operations

1. Only marked police vehicles shall be used in a roadblock. ~~All~~ Emergency equipment shall be turned on; however, no headlights or spotlights shall be pointed at oncoming traffic.
2. No ~~civilian~~ unmarked Department vehicles or other privately-owned vehicles shall be used in any roadblock.

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.

3. Officers shall not remain inside any vehicle positioned in the roadway blocking traffic but should seek protection behind available natural and / or man-made barriers.

V. **Authorized Forcible Stopping Techniques**

Intervention tactics and / or stopping techniques shall only be utilized by Officers trained in their use and only after authorization from the Watch Commander.

A. Low-speed Channeling

1. Low-speed channeling is defined as directing vehicular traffic into a progressively narrowing passageway or lane location on the roadway. In order to employ this technique, Officers must ensure that each side of the suspect's vehicle is covered.
2. A minimum of two police vehicles shall always be used for this technique.
3. This tactic shall only be used at low speeds and only after being approved by the Watch Commander.
4. Officers must exercise extra caution once the suspect's vehicle stops, due to the potential for crossfire.

B. Ramming / Bumping / Intentional Contact

The Watch Commander may authorize the use of these techniques, but only if deadly force is otherwise justified.

VI. **Training**

On an annual basis, all sworn personnel shall receive training on the use of Department-authorized roadblocks and authorized forcible stopping techniques.

VII. **Administrative Review**

Any time a roadblock is used for a pursuit or in an attempt to apprehend a criminal, an incident report shall be completed and the Watch Commander shall complete an After Action Review detailing the circumstances of the incident.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO03-7.17
Subject Criminal Intelligence			
Reference CALEA Standards – 40.2.1, 40.2.2, 43.1.1		Revised July 28, 2020 May 24, 2022	
Distribution All Personnel	Re-evaluation Date July 2022 May 2024		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department to gather, analyze, and utilize criminal intelligence on individuals, organizations, and locations only to prevent crime, pursue and apprehend offenders, and to obtain evidence necessary for criminal prosecution.

II. Definitions

- A. *Criminal Intelligence* – Information compiled, analyzed, and / or disseminated in an effort to anticipate, prevent, or monitor criminal and / or suspicious activity. The threshold for collecting information and producing criminal intelligence shall be the “reasonable suspicion” standard.
- B. *Criminal Intelligence Report* – A report containing the information from the initial Criminal Intelligence Form and any supplemental reports.
- C. *Right to know* – Requester of information has official capacity and statutory authority to the information being sought.
- D. *Need to know* – Requested information is pertinent and necessary to the requester’s agency in initiating, furthering, or completing an investigation.

III. Criminal Intelligence Function

The criminal intelligence function of the Criminal Investigations Division (CID) includes providing the Department with an intelligence file support system that legitimately meets the needs of the Department in carrying out its effort to protect the public through suppression of future criminal activity.

- A. The CID Operations Supervisor shall be responsible for ensuring that all criminal intelligence information is properly collected, maintained, disseminated, and destroyed.
- B. The CID Operations Supervisor may appoint designees to be the direct contact, as appropriate.

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.

- C. The Department shall maintain liaison with other federal, state, and local agencies to facilitate the efficient, timely exchange of critical information. The CID Operations Supervisor shall ensure that any terrorism-related intelligence / information obtained shall be forwarded to the appropriate federal agency.

IV. **Procedures**

A. Collection of Criminal Intelligence Information

1. Criminal intelligence information shall be gathered by all personnel from their contacts with concerned citizens, victims, witnesses, informants, offenders, outside agencies, and others. Information may also be gathered from such sources as the Department's Tip Line and the Department's social media sites.
2. Information shall be collected to meet legitimate investigative objectives relating to the control and prevention of criminal activities and shall be used for law enforcement purposes only.
3. Criminal intelligence information collected shall be limited to criminal conduct and / or suspicious activities that present a threat to the community, to include, but not limited to, activities involving:
 - a. Liquor violations
 - b. Drugs
 - c. Organized crime
 - d. Vice activities
 - e. Fraudulent activities
 - f. Persons or organizations supporting violence or threats to public safety
4. Certain information shall be excluded based on legal requirements and privacy issues. Specifically, information shall not be collected on an individual or group merely on the basis of:
 - a. The support of unpopular causes
 - b. Ethnic background
 - c. Religious or political affiliations
 - d. Non-criminal personal habits
 - e. Any other information relating to a subject or associates, unless the information is an investigative necessity and pertinent to

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.

establishing a relationship of association with known or suspected criminal activity.

5. All intelligence information shall be gathered and maintained within the constraints of existing federal and state laws and statutes.

B. Documentation

1. Personnel shall document criminal intelligence information on a Criminal Intelligence Form. Criminal intelligence may also be received from outside agencies, electronically from the Department's social media sites, or by phone from the Department's Tip Line. All criminal information shall be forwarded to the CID Operations Supervisor.
2. As needed, the Intelligence Analyst shall review the submitted information and evaluate it for its current usefulness. This shall include, but not be limited to:
 - a. The nature of the criminal activity reported and its validity
 - b. The identity of the suspect or organization
 - c. Prior criminal intelligence reports, incident reports, criminal history, etc.
 - d. Identity, reliability, and motivation of the individual submitting the criminal intelligence information
 - e. The agency that has jurisdiction over the reported criminal activity
3. The CID Operations Supervisor shall categorize the submitted information into one of three areas:
 - a. No Criminal Basis – Information that has no basis for further criminal investigation.
 - b. General Intelligence – Information about criminal activity but there is not enough information provided to pursue a criminal investigation.
 - c. Criminal Intelligence – Information with sufficient details to pursue investigative leads and that warrant further criminal investigation.
4. If the information obtained relates to criminal activity outside of the Department's jurisdiction, the information shall be disseminated to the proper agency.

C. Case Assignments and Management

1. If the information is determined to be criminal intelligence, the CID Operations Supervisor shall assign the Criminal Intelligence Form to an

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.

Investigator. If the information is applicable to a specialized unit within the Department, such as the Drug Enforcement Unit, the CID Operations Supervisor shall give the Criminal Intelligence Form to the unit's Supervisor for assignment.

2. The assignment of Criminal Intelligence Forms shall be based on the severity of the crime, availability of resources and personnel, and the anticipated investigative results.
3. When the Investigator / Officer receives the Criminal Intelligence Form, he / she shall create a criminal intelligence report in the Records Management System (RMS). Once the information is recorded in the RMS, the original Criminal Intelligence Form shall be destroyed.
4. Criminal intelligence reports shall consist of information on the activities and associations of:
 - a. Individuals who are currently involved in the actual or attempted planning, organizing, financing, or commission of criminal acts
 - b. Individuals who are suspected of being involved in criminal activities with known or suspected crime figures.
 - c. Organizations, businesses, and groups that are suspected of being involved in the actual or attempted planning, organizing, financing, or commission of criminal acts
 - d. Organizations, businesses, and groups that are suspected of being operated, controlled, financed, or infiltrated by known or suspected crime figures for use in an illegal manner.
5. Open criminal intelligence reports are those reports that are actively being investigated. Open reports shall have investigative narratives completed at least every 180 days, which contain updated investigative information.
6. Closed criminal intelligence reports are those in which all logical leads have been exhausted or where no legitimate law enforcement interest still exists.
7. All criminal intelligence reports shall contain a final case summary giving the disposition of the investigation. This should include, but not be limited to, incident report numbers, arrest warrant numbers, and court disposition, if known.

D. Auditing and Purging

1. Information that is deemed to have no criminal basis shall be destroyed immediately.
2. Information that is categorized as general intelligence shall be maintained for a period of 120 days from the submission date or from the last time

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.

additional information was received. After that time, general intelligence shall be destroyed.

3. Active criminal intelligence reports shall be periodically reviewed by the CID Operations Supervisor for the purpose of identifying information that is out of date or incorrect. The CID Operations Supervisor shall have the Investigator / Officer update the criminal intelligence report when needed. Information contained in criminal intelligence reports shall not be purged without a court order or permission from the CID Division Commander.

V. **Securing, Storing, and Disseminating Information**

- A. All criminal intelligence information, whether in hard copy or electronic format, shall be securely stored (i.e. lock, password, etc.) and maintained separate from other Department records.
- B. All information contained in criminal intelligence reports is considered to be classified and the property of the Department. Dissemination of this information shall be restricted to law enforcement and prosecuting officials who have both a right to know and a need to know the information in question.
- C. Anytime criminal intelligence information is disseminated to an outside agency, the person disseminating the information shall notify the CID Operations Supervisor so that a record of the dissemination can be made.

VI. **Training**

All personnel shall receive initial training on the collecting, processing, and sharing of suspicious incidents and criminal intelligence information. Refresher training shall be provided annually to all personnel.

VII. **Administrative Review**

- A. The CID Division Commander or his / her designee shall periodically advise the Chief of Police of the criminal intelligence efforts taken by the Department.
- B. The CID Division Commander shall conduct an annual review of the Department's procedures and processes for the collecting, processing, and sharing of suspicious incidents and criminal intelligence information.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

DALTON POLICE DEPARTMENT

		Effective Date September 26, 2017	Number GO17-7.26
Subject Unmanned Aircraft Systems			
Reference		Revised May 26, 2020 24, 2022	
Distribution All Personnel	Re-evaluation Date May 2022 2024		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department that duly trained and authorized Department personnel may deploy unmanned aircraft systems (UAS) when such use is appropriate in the performance of their official duties and where the collection, deployment, and use of any recordings or other data, originating from or generated by the UAS, complies with the privacy protections afforded by the U.S. Constitution, the procedures contained in this policy, applicable laws, and Federal Aviation Administration (FAA) regulations.

II. Purpose

This policy is intended to provide personnel who are assigned responsibilities associated with the deployment and use of unmanned aircraft systems (UAS) with instructions on how to use this technology and when information it provides may be used for law enforcement and public safety purposes, in accordance with applicable laws and regulations.

III. Definitions

- A. *Digital Multimedia Evidence (DME)* – Digital recording of images, sounds, and associated data.
- B. *Unmanned Aircraft System (UAS)* – A powered aerial vehicle that does not carry a human operator, uses aerodynamic forces to provide lift, can fly autonomously or be piloted remotely, and can be expendable or recoverable.

IV. Procedures

A. Administration

This Department utilizes UAS to provide an aerial visual perspective in response to emergency situations, in support of complex investigations, and to accomplish the following objectives:

RESTRICTED LAW ENFORCEMENT DATA

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

1. To assist decision-makers, such as Incident Commanders, Command Staff members, first responders, and city, county, and state officials, in understanding the nature, scale, and scope of an incident and to accurately plan and coordinate an effective response.
2. To assist in missing person investigations, AMBER Alerts, and other search and rescue missions.
3. To support the tactical deployment of Officers and equipment in emergency situations (e.g., incidents involving hostages and barricades, support for large-scale tactical operations, and other temporary perimeter security situations).
4. To provide an aerial visual perspective to assist Officers in providing direction for crowd control, hazardous material scene management, traffic incident management, special circumstances, and temporary perimeter security.
5. To document a crime scene, motor vehicle collision scene, or other major incident scene, such as a natural disaster, hazardous materials release, or active threat.
6. To assist with **all** other types of criminal investigations, details, or projects, as approved by the Chief of Police or his / her designee.

B. Procedures for Use of UAS

1. The Department must obtain applicable authorizations, permits, and / or certificates required by the Federal Aviation Administration (FAA) prior to deploying or operating the UAS, and these authorizations, permits, and / or certificates shall be maintained in a current status.
2. All deployments of UAS must be specifically authorized by a Supervisor.
3. The UAS shall be operated only by personnel who have passed the FAA Part 107 Certification and have been trained on the operation of the system.
4. The UAS-certified personnel shall inspect and test UAS equipment prior to each deployment, or at least quarterly, to verify the proper functioning of all equipment and the airworthiness of the device.
5. The UAS equipment is the responsibility of assigned personnel and shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the Special Operations Supervisor as soon as possible so that an appropriate repair can be made or a replacement unit can be procured.
6. The UAS equipment and all data, images, video, and metadata captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

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.

7. All flights shall be documented on a form or reporting system designed for that purpose, and all flight time shall be accurately recorded. In addition, the documentation for each deployment of the UAS shall include information regarding the reason for the flight, the date and location of the flight, and the names of the Supervisor approving the deployment and the staff assigned. The report or form shall be maintained by the Special Operations Supervisor for review and entry into a Department computerized file.
8. Except for those instances where officer safety or an investigation could be jeopardized, the Supervisor or Incident Commander of an operation may request the notification of the public of a UAS deployment through social media or traditional media outlets.
9. Where there are specific and articulable grounds to believe that the UAS will collect evidence of criminal wrongdoing and / or if the UAS will be used in a manner that may intrude upon reasonable expectations of privacy, the Department shall obtain a search warrant prior to conducting the flight. This section shall not prohibit such use without a warrant if Officers possess reasonable suspicion that, under particular circumstances, swift action is needed to prevent imminent danger to life.

C. Restrictions for Use of UAS

1. The UAS shall only be deployed and used to support official law enforcement operations, public safety missions, and training.
2. The UAS shall not be operated in an unsafe manner or in violation of FAA rules.
3. The UAS shall not be equipped with weapons of any kind.
4. UAS-recorded data shall not be collected, disseminated, or retained solely for the purpose of monitoring activities protected by the U.S. Constitution, such as the First Amendment's protections of religion, speech, press, assembly, and redress of grievances.

D. DME Retention and Management

1. All DME shall be retained for 180 days with the following exceptions:
 - a. If such recording is part of a criminal investigation, shows a vehicular accident, shows the detainment or arrest of an individual, or shows an Officer's use of force, it shall be retained for a minimum of 30 months.
 - b. If such recording contains evidence that is or can reasonably be anticipated to be necessary for pending litigation, it shall be retained for 30 months or until the litigation is completed.

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.

2. All DME shall be securely downloaded at the completion of each mission and stored under restricted access on the Department's Records Management System or external media device. The UAS-certified operators shall record information for each file that shall include the date, location, case reference numbers or other mission identifiers, and the identities of all UAS personnel involved in the mission.
3. DME that is obtained as part of a criminal investigation shall be downloaded and entered into the Property and Evidence Section, in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure.
4. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner UAS DME without prior authorization and approval of the Chief of Police or his / her designee.
5. All access to UAS DME must be specifically authorized by the Chief of Police or his / her designee.
6. The Professional Standards Unit shall audit flight DME quarterly to ensure that only authorized users are accessing the UAS for legitimate and authorized purposes. A memorandum shall be submitted to the Chief of Police and Patrol Division Commander indicating:
 - a. The recordings that were reviewed
 - b. The name of the Officers operating the UAS
 - c. A description of any policy violations or training needs associated with the recordings

E. UAS Supervision and Reporting

1. The Watch Commander shall be notified upon the deployment of the UAS, to include the reason for the deployment, and upon the conclusion of the deployment.
2. The Special Operations Supervisor shall be the immediate Supervisor for the UAS Program and shall ensure that Officers equipped with UAS devices utilize them in accordance with the procedures established by this directive.
- ~~3. The Special Operations Supervisor shall review flight documentation and training activities quarterly. The results of the review shall be documented and forwarded to the Chief of Police.~~
- 3.4. A monthly flight record shall be submitted to the U.S. Department of Transportation, even if there have been no UAS usage for the month. The monthly report shall include the Blanket Certification of Authorization and the Jurisdiction Certificate of Authorization.

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.

- ~~4.5.~~ The Special Operations Supervisor shall also ensure the completion and submission of any and all necessary reports to the FAA on flight time and training. Any changes to the flight time counter shall be documented.
- ~~5.6.~~ The Patrol Division Commander or his / her designee shall complete an annual report documenting the Department's deployment and use of UAS devices and forward the report to the Chief of Police.

F. Training

1. Personnel who are assigned to the UAS program shall ~~must~~ complete an approved training program to ensure proper use and operations. Additional training may be required at periodic intervals to ensure the continued effective use and operation, proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.
2. All personnel with UAS responsibilities, including Supervisors, shall also be trained in the local and federal laws and regulations, as well as policies and procedures, governing the deployment and use of UAS.
3. All personnel who are UAS pilots must remain in compliance with required FAA training and examinations.
4. Any Officer or Supervisor may be an observer for the pilot but must be briefed on the tasks and duties of that role prior to any UAS operation.
5. All UAS pilots shall be required to attend annual in-service training of at least four (4) hours.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 04/01/22 - 04/30/22 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	0.33%	0	0	0	0	0	0.00	0	0.00		0.00
111	Building fire	1	0.33%	0	18	0	1	6	0.00	1	28.18	26.083333	6.70
112	Fires in structure other than in a building	2	0.66%	0	15	0	1	4.5	0.00	1	16.53	24.783332	4.37
142	Brush or brush-and-grass mixture fire	2	0.66%	0	3	0	0	1	0.00	0	1.60	3.200000	4.58
143	Grass fire	1	0.33%	0	3	0	0	1	0.00	0	0.60	.600000	4.87
151	Outside rubbish, trash or waste fire	1	0.33%	0	3	0	0	1	0.00	0	0.45	.450000	3.57
154	Dumpster or other outside trash receptacle fire	2	0.66%	0	3	0	0	1	0.00	0	2.27	4.550000	5.37
161	Outside storage fire	1	0.33%	0	15	0	1	5	0.00	1	5.60	3.200000	5.72
251	Excessive heat, scorch burns with no ignition	3	0.99%	0	10.67	0	0.67	3.67	0.00	0.67	6.49	19.233333	4.04
311	Medical assist, assist EMS crew	163	53.80%	0	0	3.13	0.07	0	1.01	0.02	1.05	166.183324	4.39
322	Motor vehicle accident with injuries	20	6.60%	0	0.15	5.55	0.35	0.05	1.80	0.25	4.94	85.383330	3.92
323	Motor vehicle/pedestrian accident (MV Ped)	2	0.66%	0	0	8.5	0.5	0	2.50	0.5	5.10	6.749999	4.15
324	Motor vehicle accident with no injuries.	9	2.97%	0	0	5.56	0.33	0	1.78	0.33	6.72	20.199998	4.02
352	Extrication of victim(s) from vehicle	1	0.33%	0	5	0	1	2	0.00	1	7.50	7.433333	2.83
411	Gasoline or other flammable liquid spill	1	0.33%	0	6	0	0	2	0.00	0	3.90	3.900000	3.90
412	Gas leak (natural gas or LPG)	1	0.33%	0	6	0	1	2	0.00	1	0.70	.650000	4.03

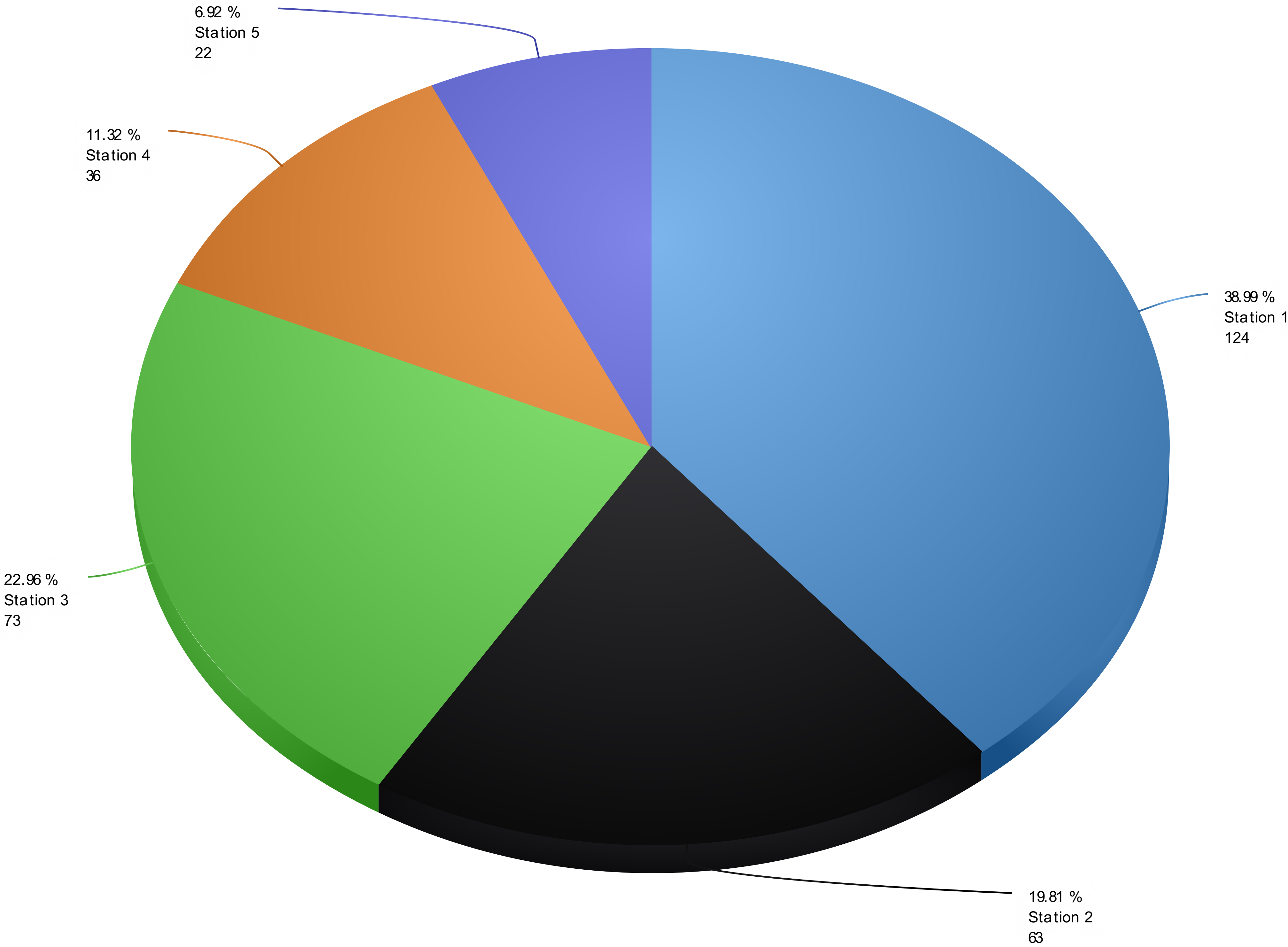
CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
422	Chemical spill or leak	1	0.33%	0	10	0	1	3	0.00	1	15.22	11.416666	3.88
441	Heat from short circuit (wiring), defective/worn	1	0.33%	0	3	0	0	1	0.00	0	1.25	1.250000	0.00
444	Power line down	2	0.66%	0	4	0	0	1	0.00	0	0.87	1.733332	2.38
445	Arcing, shorted electrical equipment	1	0.33%	0	3	0	0	1	0.00	0	1.85	1.850000	5.42
500	Service Call, other	3	0.99%	0	3	0	0	1	0.00	0	1.32	3.950000	6.38
510	Person in distress, other	1	0.33%	0	0	3	0	0	1.00	0	0.40	.400000	0.00
512	Ring or jewelry removal	1	0.33%	0	0	5	0	0	1.00	0	1.17	1.166666	0.77
522	Water or steam leak	1	0.33%	0	3	0	0	1	0.00	0	1.45	1.350000	5.70
553	Public service	2	0.66%	0	2	1.5	0	0.5	0.50	0	0.47	1.016666	4.33
554	Assist invalid	1	0.33%	0	6	0	0	2	0.00	0	1.80	1.600000	6.12
561	Unauthorized burning	2	0.66%	0	3	0	0	1	0.00	0	1.00	2.000000	5.83
611	Dispatched & canceled en route	24	7.92%	0	0.67	2.71	0.58	0.21	0.88	0.29	0.18	4.099997	0.00
622	No incident found on arrival at dispatch address	7	2.31%	0	1.29	1.57	0	0.43	0.57	0	0.38	2.616666	3.32
651	Smoke scare, odor of smoke	6	1.98%	0	4.5	0	0.67	1.5	0.00	0.33	0.96	5.583333	4.84
652	Steam, vapor, fog or dust thought to be smoke	1	0.33%	0	15	0	1	5	0.00	1	10.93	7.083333	3.08
671	HazMat release investigation w/no HazMat	2	0.66%	0	5	0	0	1.5	0.00	0	6.46	1.166666	3.22
710	Malicious, mischievous false call, other	1	0.33%	0	12	0	2	4	0.00	1	3.73	1.983333	2.95
715	Local alarm system, malicious false alarm	1	0.33%	0	12	0	1	4	0.00	1	2.38	2.083333	2.63
721	Bomb scare - no bomb	1	0.33%	0	18	0	1	5	0.00	1	12.98	12.983332	3.42

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)
733	Smoke detector activation due to malfunction	4	1.32%	0	13	0	1	4.25	0.00	1	5.42	16.183330	3.59
735	Alarm system sounded due to malfunction	7	2.31%	0	10.86	0	1	3.57	0.00	1	3.44	13.116664	4.15
740	Unintentional transmission of alarm, other	2	0.66%	0	13	0	1	4	0.00	1	2.33	2.983332	5.16
741	Sprinkler activation, no fire - unintentional	1	0.33%	0	12	0	1	4	0.00	1	9.75	3.950000	4.27
743	Smoke detector activation, no fire - unintentional	9	2.97%	0	11.67	0	1.33	3.67	0.00	1.11	3.64	20.216662	3.77
744	Detector activation, no fire - unintentional	1	0.33%	0	12	0	1	4	0.00	1	4.12	2.416666	6.02
745	Alarm system activation, no fire - unintentional	8	2.64%	0	10.88	0	1.13	3.5	0.00	1	2.40	13.783328	4.33
746	Carbon monoxide detector activation, no CO	1	0.33%	0	6	0	0	2	0.00	0	1.80	1.300000	7.43
Totals		303	100%	0	2.24	2.56	0.30	0.72	0.82	0.22	2.16	511.88	3.92
Mutual Aid Given Incidents		15											

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

Incidents by Stations

04/01/2022-04/30/2022



Total of Station: 318

Response Summary by Station

Report Period: 04/01/22 - 04/30/22 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
1	124	2.42	68.55	29.03	4.28
2	63	9.52	57.14	33.33	2.17
3	73	1.37	67.12	31.51	2.52
4	36	0	52.78	47.22	1.24
5	22	0	68.18	31.82	0.76

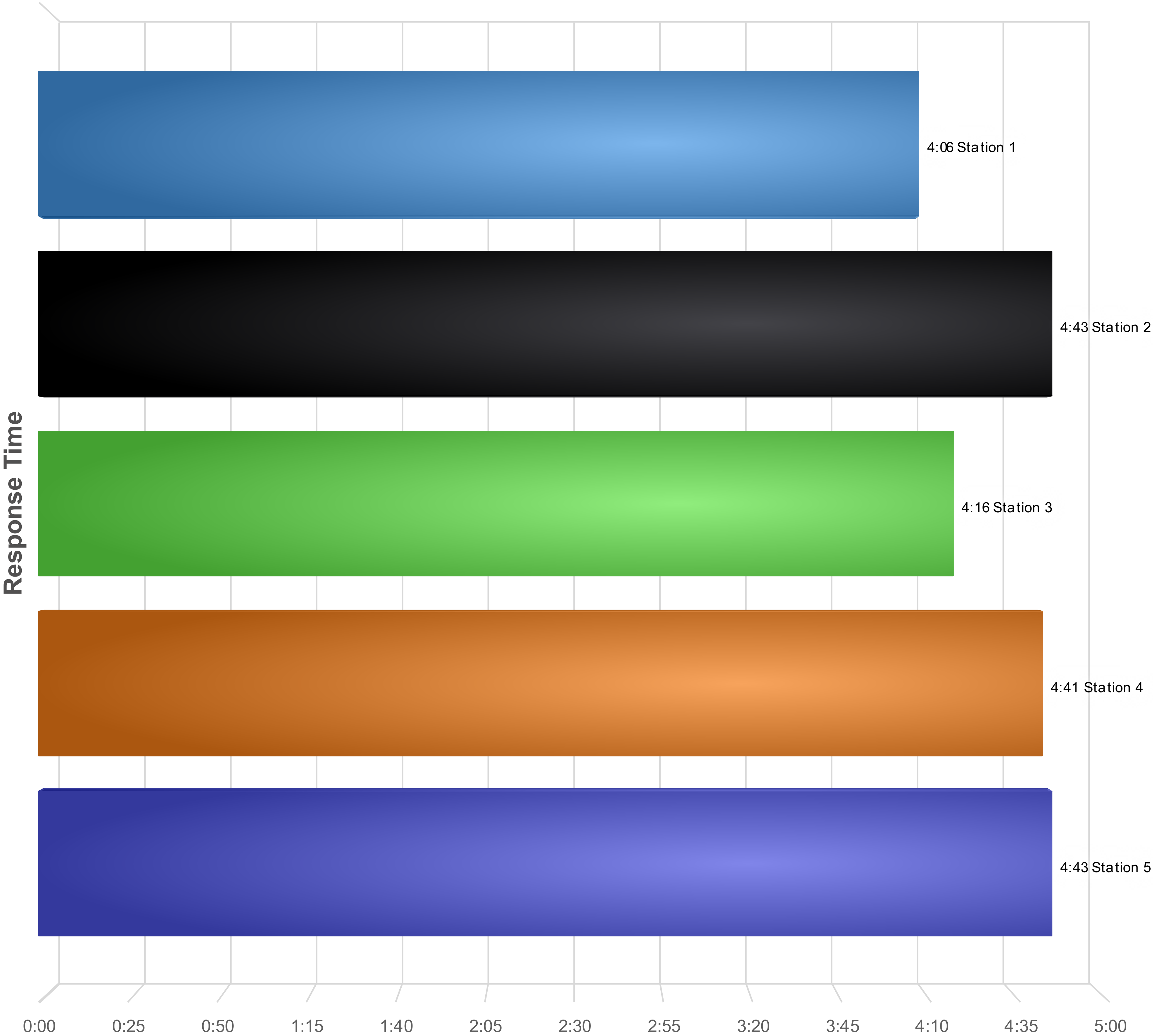
Total 318

05/17/22 09:11:11

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

Average Response Time by Station

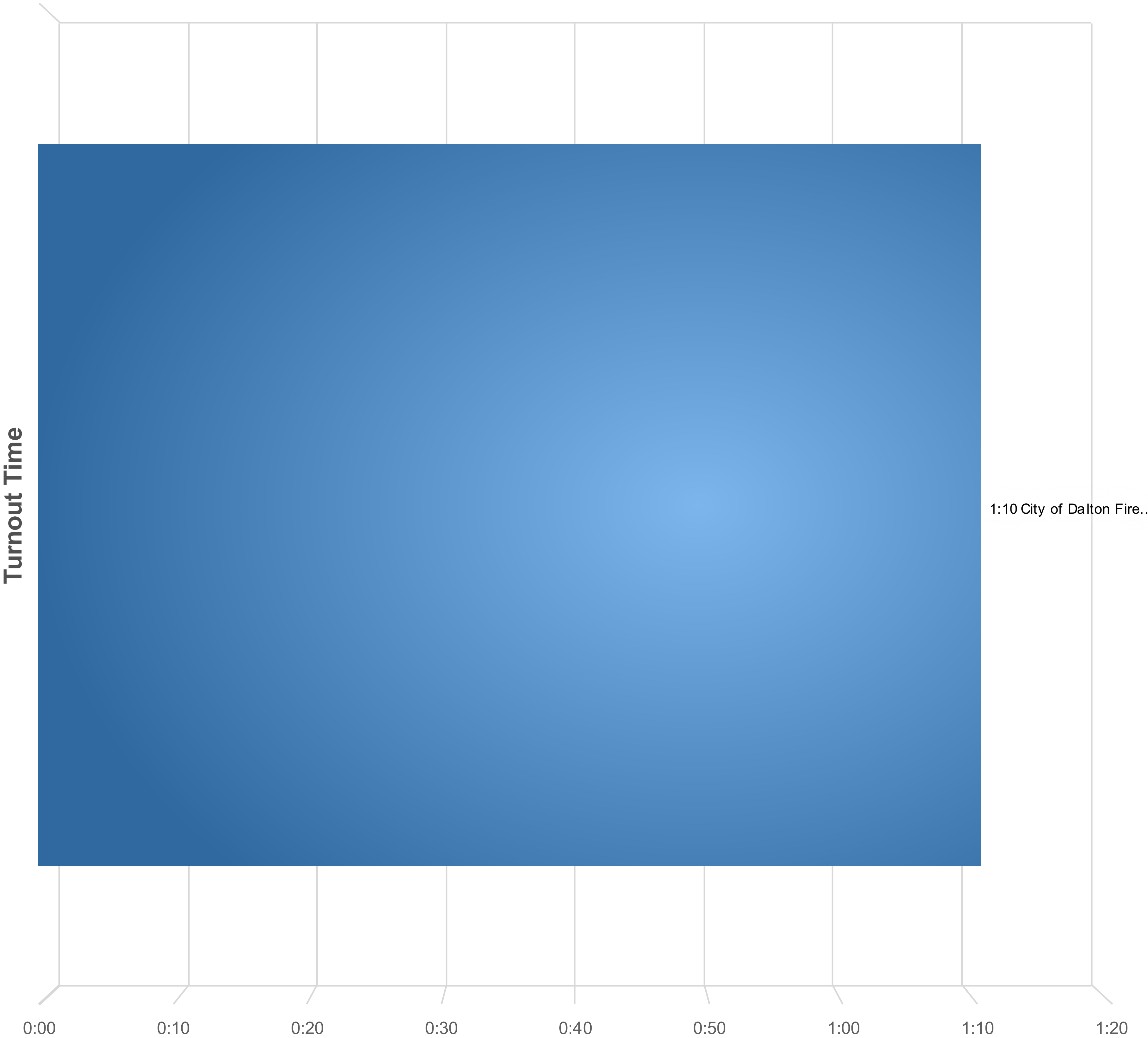
04/01/2022-04/30/2022



Total of Station: 4:21

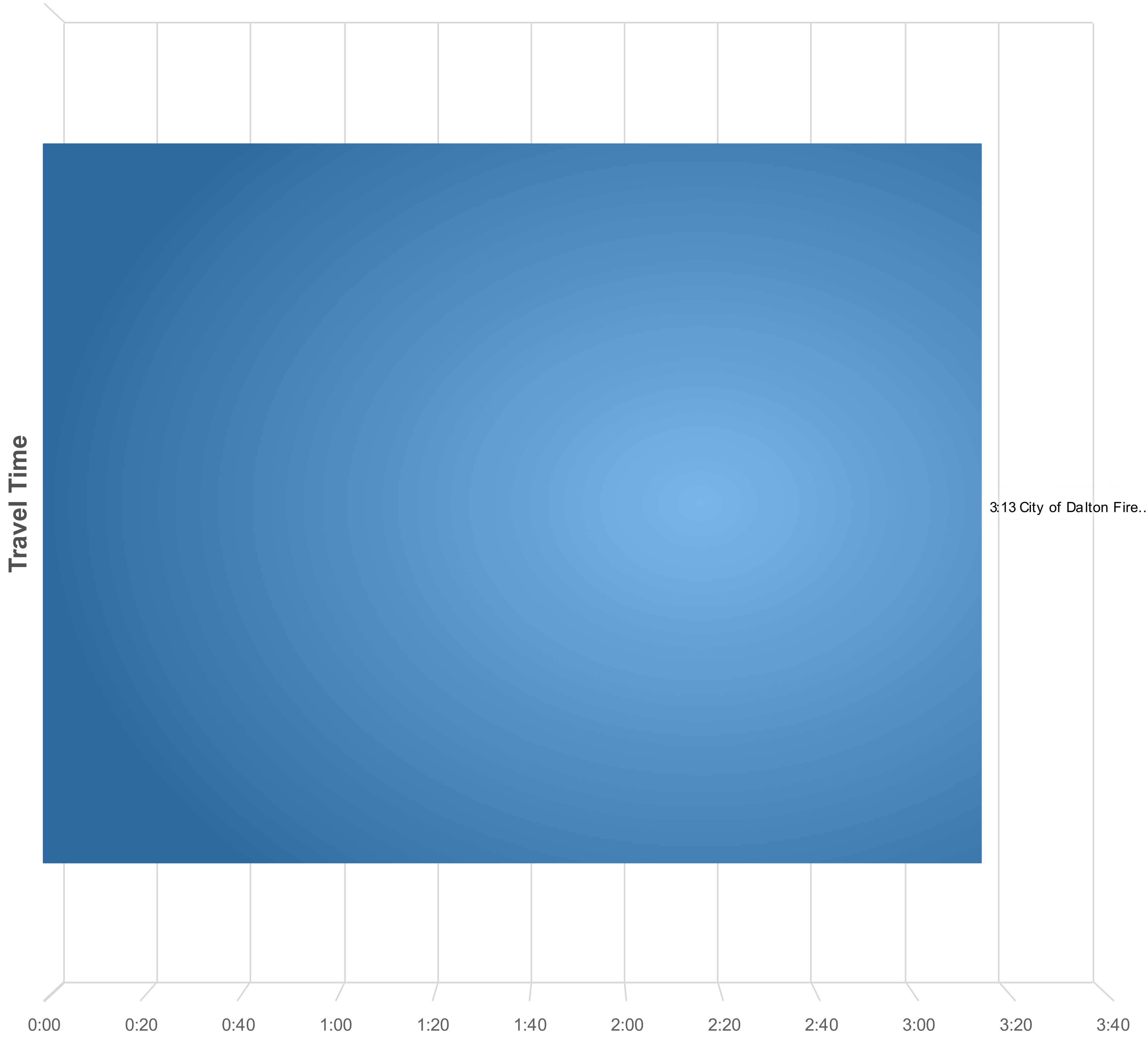
Department Average Turnout Time (Alarm-> First En Route)

04/01/22-04/30/22



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

04/01/22-04/30/22



Breakdown by Incident Type

Report Period: 04/01/22 - 04/30/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	163	0
611 Dispatched & canceled en route	29	0
322 Motor vehicle accident with injuries	26	0
324 Motor vehicle accident with no injuries.	11	0
743 Smoke detector activation, no fire - unintentional	9	0
745 Alarm system activation, no fire - unintentional	8	0
622 No incident found on arrival at dispatch address	8	0
735 Alarm system sounded due to malfunction	7	0
651 Smoke scare, odor of smoke	6	0
733 Smoke detector activation due to malfunction	4	0
500 Service Call, other	3	0
251 Excessive heat, scorch burns with no ignition	3	0
323 Motor vehicle/pedestrian accident (MV Ped)	3	0
444 Power line down	2	0
112 Fires in structure other than in a building	2	0
142 Brush or brush-and-grass mixture fire	2	0
154 Dumpster or other outside trash receptacle fire	2	0
561 Unauthorized burning	2	0
553 Public service	2	0
671 HazMat release investigation w/no HazMat	2	0
740 Unintentional transmission of alarm, other	2	0
741 Sprinkler activation, no fire - unintentional	1	0
744 Detector activation, no fire - unintentional	1	0
746 Carbon monoxide detector activation, no CO	1	0
710 Malicious, mischievous false call, other	1	0
715 Local alarm system, malicious false alarm	1	0
721 Bomb scare - no bomb	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0

05/17/22 09:14:38

Incident Type	Incidents	Exposures
554 Assist invalid	1	0
510 Person in distress, other	1	0
512 Ring or jewelry removal	1	0
522 Water or steam leak	1	0
161 Outside storage fire	1	0
000 None	1	0
111 Building fire	1	0
143 Grass fire	1	0
151 Outside rubbish, trash or waste fire	1	0
445 Arcing, shorted electrical equipment	1	0
352 Extrication of victim(s) from vehicle	1	0
411 Gasoline or other flammable liquid spill	1	0
412 Gas leak (natural gas or LPG)	1	0
422 Chemical spill or leak	1	0
441 Heat from short circuit (wiring), defective/worn	1	0

	Incidents	Exposures
Total	318	0

05/17/22 09:14:38

Staff Hours by Incident Type

Report Period: 04/01/22 - 04/30/22 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	166.21
322 Motor vehicle accident with injuries	96.48
324 Motor vehicle accident with no injuries.	27.60
111 Building fire	26.08
112 Fires in structure other than in a building	24.79
743 Smoke detector activation, no fire - unintentional	20.22
251 Excessive heat, scorch burns with no ignition	19.23
733 Smoke detector activation due to malfunction	16.18
745 Alarm system activation, no fire - unintentional	13.80
735 Alarm system sounded due to malfunction	13.12
721 Bomb scare - no bomb	12.98
422 Chemical spill or leak	11.42
323 Motor vehicle/pedestrian accident (MV Ped)	8.35
352 Extrication of victim(s) from vehicle	7.43
652 Steam, vapor, fog or dust thought to be smoke	7.08
611 Dispatched & canceled en route	6.73
651 Smoke scare, odor of smoke	5.58
154 Dumpster or other outside trash receptacle fire	4.55
500 Service Call, other	3.95
741 Sprinkler activation, no fire - unintentional	3.95
411 Gasoline or other flammable liquid spill	3.90
161 Outside storage fire	3.20
142 Brush or brush-and-grass mixture fire	3.20
740 Unintentional transmission of alarm, other	2.98
622 No incident found on arrival at dispatch address	2.92
744 Detector activation, no fire - unintentional	2.42
715 Local alarm system, malicious false alarm	2.08
561 Unauthorized burning	2.00

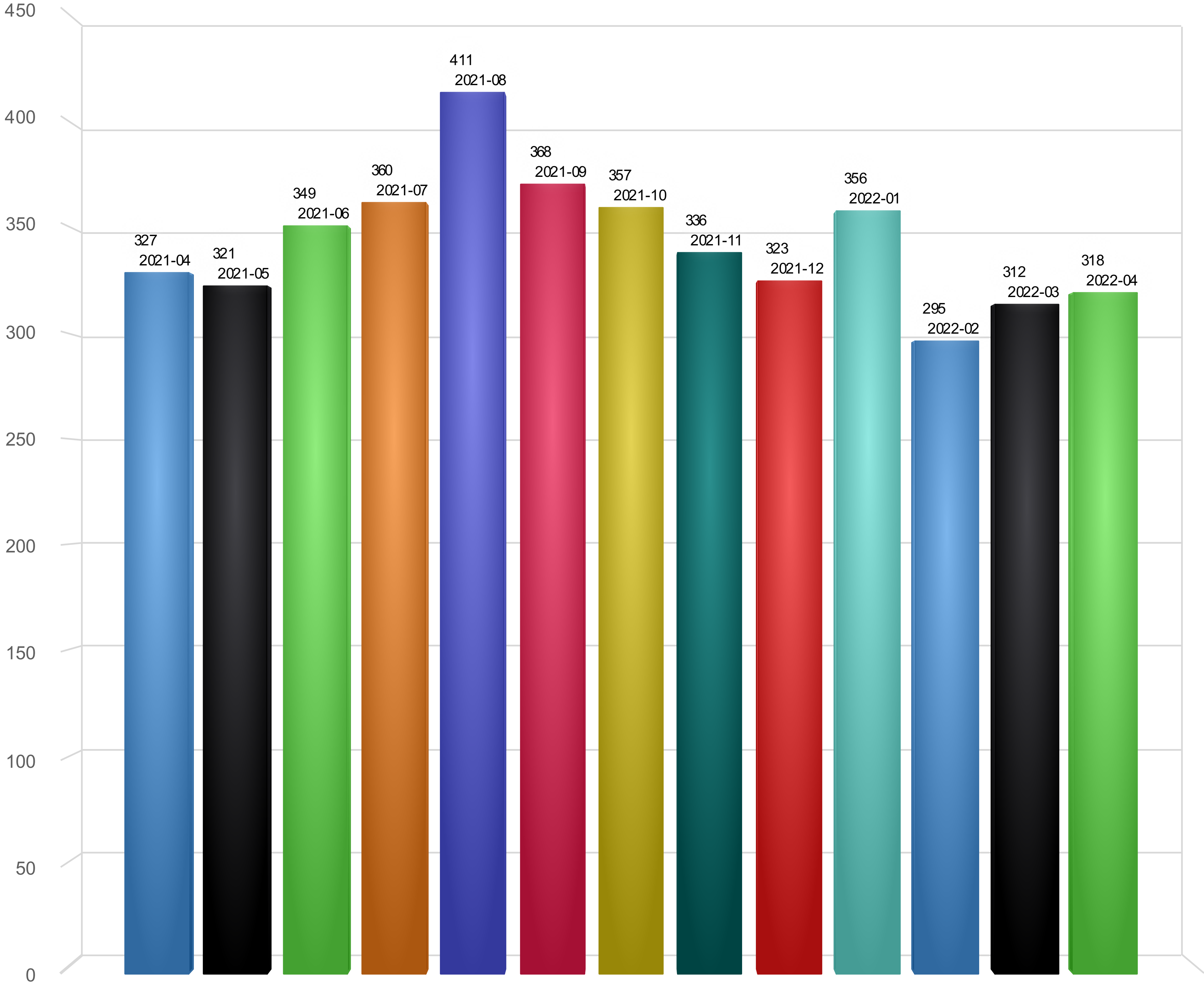
Incident Type	Hours
710 Malicious, mischievous false call, other	1.98
445 Arcing, shorted electrical equipment	1.85
444 Power line down	1.74
554 Assist invalid	1.60
522 Water or steam leak	1.35
746 Carbon monoxide detector activation, no CO	1.30
441 Heat from short circuit (wiring), defective/worn	1.25
512 Ring or jewelry removal	1.17
671 HazMat release investigation w/no HazMat	1.17
553 Public service	1.02
412 Gas leak (natural gas or LPG)	0.65
143 Grass fire	0.60
151 Outside rubbish, trash or waste fire	0.45
510 Person in distress, other	0.40
000 None	0.00

Total	534.96
--------------	---------------

Incidents by Months

04/01/2021-04/30/2022

- 2021-04
- 2021-05
- 2021-06
- 2021-07
- 2021-08
- 2021-09
- 2021-10
- 2021-11
- 2021-12
- 2022-01
- 2022-02
- 2022-03
- 2022-04



Incident Count

Total of Month: 4,433

BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

(Dates: 04/01/22 - 04/30/22 23:59:59)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (Incident Type 110–129)		Number of Fires	Number of Civilian Fire Casualties		Est. Property Damage and Contents from Fire
			Deaths	Injuries	
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	0	0	0	0
2	Apartments (3 or more families) (FPU 429)	0	0	0	0
3	Hotels and Motels (FPU 449)	0	0	0	0
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459–499)	0	0	0	0
5	TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	0	0	0	0
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100–199)	0	0	0	0
7	Schools and Colleges (FPU 200–299)	0	0	0	0
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300–399)	0	0	0	0
9	Stores and Offices (FPU 500–599)	0	0	0	0
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600–799)	3	0	0	12,700
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800–899)	0	0	0	0
12	Other Structures (outbuildings, bridges, etc.) (FPU 900–999)	0	0	0	0
13	TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)	3	0	0	12,700
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131–132, 136–137)	0	0	0	0
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133–135, 138)	0	0	0	0
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161–162, 164, 170–173)	1	0	0	15
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved. (IT 142–143)	3	0		
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150–155)	3	0		
18	All Other Fires. (IT 100, 160, 163)	0	0	0	0
19	TOTALS FOR FIRES (Sum of lines 13 through 18)	10	0	0	12,715
20	Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300–381)	195			
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700–746)	36			
22	Mutual Aid Responses Given	15			
23a	Hazardous Materials Responses (spills, leaks, etc.) (IT 410–431)	3			
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440–482, 400)	4			
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200–251, 500–699, 800–911)	54			
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	317			

Confined Fires

(Dates: 04/01/22 - 04/30/22 23:59:59; Incident Types: 110-129)

	Number of Confined Fires	Number of Nonconfined Fires
5 Residential Fires	0	0
13 Structure Fires	0	3

Breakdown of False Alarm Responses

(Dates: 04/01/22 - 04/30/22 23:59:59; Incident Types: 700-799)

Type of False Alarm	Number of Incidents
1 Malicious, Mischievous False Call (IT 710-715)	2
2 System Malfunction (IT 730-739)	11
3 Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	22
4 Other False Alarms (bomb scares, etc.) (IT 721, 751, 700)	1

Intentionally Set Fires in Structures and Vehicles

(Dates: 04/01/22 - 04/30/22 23:59:59; Incident Types: 110-139; Cause of Ignition: 1)

	Number of Fires	Number of Civilian Fire Casualties		Estimated Property Damage and Contents from Fire
		Deaths	Injuries	
1 Structure Fires Intentionally set (IT=110-129)	0	0	0	0
2 Vehicle Fires Intentionally set (IT=130-139)	0	0	0	0

Breakdown by Mutual Aid

Report Period: 04/01/22 - 04/30/22 23:59:59

Aid Type	Count
2 Automatic aid received	1
4 Automatic aid given	15
N None	302

Total 318

05/17/22 09:22:04

Training Division Monthly Report

April 2022

Overview

Recruit Class 2022-01 continued throughout the month with 3 candidates enrolled. Annual physical agility testing was conducted for all certified firefighters. This test consists of an 8-station obstacle course that must be completed in 7 minutes or less while wearing full structural firefighting gear and self-contained breathing apparatus (SCBA). Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of April totaled 2,138.

Outside Schools

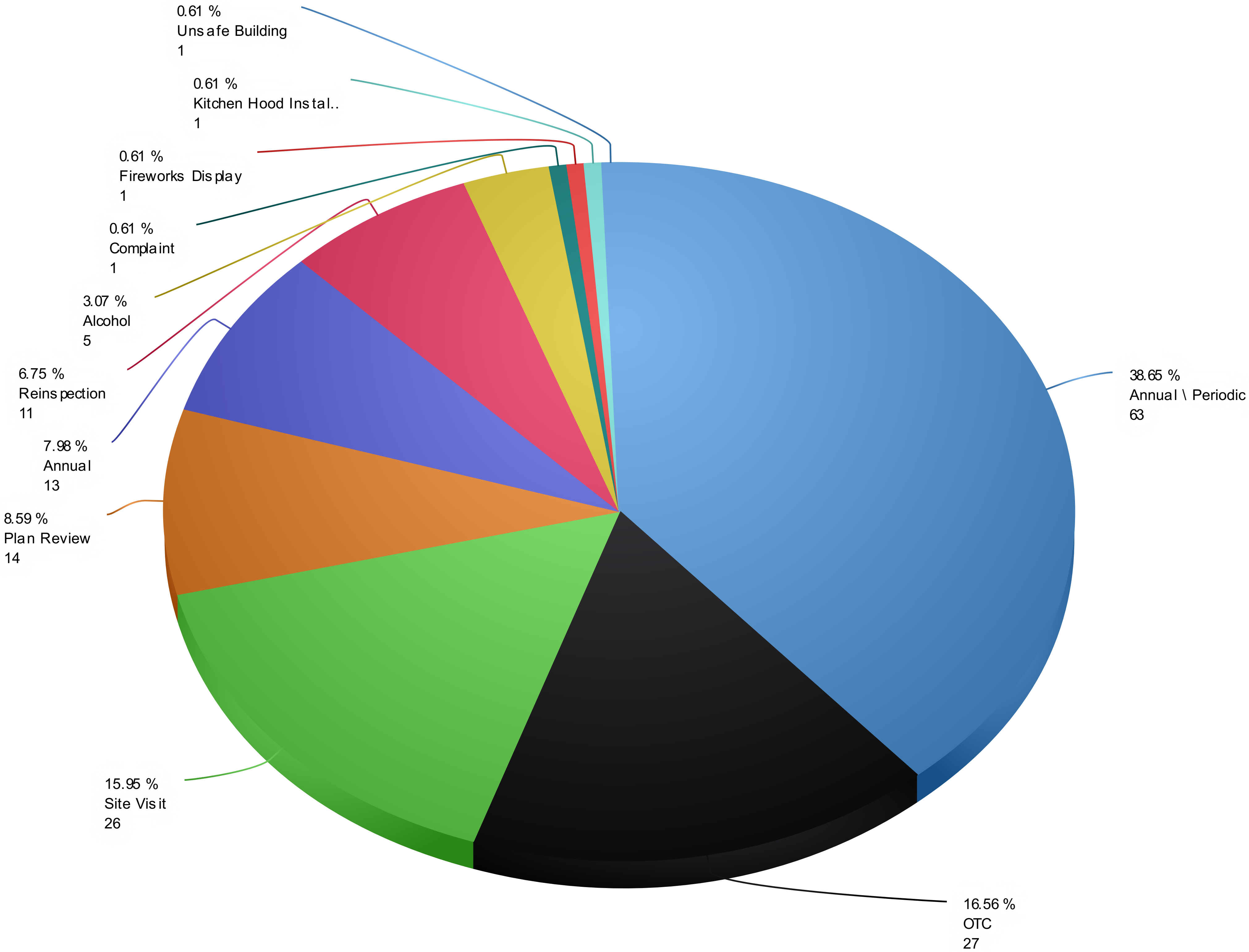
2 firefighters attended Acting Officer in Charge for the Fire Service at GPSTC.

1 officer attended Fire Department Executive at GPSTC and attained NPQ Fire Officer 4 certification.

Inspections by Inspection Type->Occupancy->Status

04/01/2022-04/30/2022

- Annual \ Periodic
- OTC
- Site Visit
- Plan Review
- Annual
- Reinspection
- Alcohol
- Complaint
- Fireworks Display
- Kitchen Hood Installation
- Unsafe Building



Total of Type: 163

YEAR-TO-DATE BUDGET REPORT

04/30/2022

FOR 2022 04

ACCOUNTS FOR:			ORIGINAL	TRANFRS/	REVISED			AVAILABLE	PCT
0010	GENERAL FUND - OPERATING		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
350000	511100	WAGES REG	5,832,000	0	5,832,000	1,708,545.47	.00	4,123,454.53	29.3%
350000	511100	COVID REG-OT-COV	0	0	0	629.74	.00	-629.74	100.0%
350000	511300	WAGES - OT	501,400	0	501,400	142,464.95	.00	358,935.05	28.4%
350000	512100	GROUP INS	1,061,150	0	1,061,150	341,043.16	.00	720,106.84	32.1%
350000	512200	FICA & MED	485,000	0	485,000	145,307.68	.00	339,692.32	30.0%
350000	512200	COVID FICA-COVID	0	0	0	41.21	.00	-41.21	100.0%
350000	512401	RETDCP	355,000	0	355,000	113,089.07	.00	241,910.93	31.9%
350000	512401	COVID DB-DC-COVI	0	0	0	56.64	.00	-56.64	100.0%
350000	512402	RET DBP	486,000	0	486,000	155,028.79	.00	330,971.21	31.9%
350000	512403	RET STATE	28,800	0	28,800	8,700.00	.00	20,100.00	30.2%
350000	512700	WORKERS CO	106,090	0	106,090	26,522.49	.00	79,567.51	25.0%
350000	512900	OTHER EMPL	35,200	0	35,200	11,963.59	.00	23,236.41	34.0%
350000	512915	CLEANING A	49,900	0	49,900	849.75	.00	49,050.25	1.7%
350000	512950	FD CANCER	18,500	0	18,500	.00	.00	18,500.00	.0%
350000	521200	HAZM PROFESSION	14,000	0	14,000	4,906.00	.00	9,094.00	35.0%
350000	521210	LEGAL FEES	4,800	0	4,800	150.00	.00	4,650.00	3.1%
350000	522140	LAWN CARE	4,000	0	4,000	1,487.90	.00	2,512.10	37.2%
350000	522210	BUILD R&M	60,000	0	60,000	8,106.25	2,992.68	48,901.07	18.5%
350000	522220	EQ REPAIRS	24,000	0	24,000	6,647.62	473.95	16,878.43	29.7%
350000	522220	APPA MTN APP	95,000	0	95,000	19,324.20	1,787.54	73,888.26	22.2%
350000	522320	RENT EQUIP	4,800	0	4,800	1,058.45	.00	3,741.55	22.1%
350000	523100	INSURANCE	32,980	0	32,980	2,289.56	.00	30,690.44	6.9%
350000	523200	COMMUNICAT	32,500	0	32,500	10,335.43	781.92	21,382.65	34.2%
350000	523500	TRAVEL	28,000	0	28,000	5,107.00	582.86	22,310.14	20.3%
350000	523600	DUES	6,600	0	6,600	1,111.00	105.00	5,384.00	18.4%
350000	523630	RADIO SUBC	11,900	0	11,900	10,492.20	.00	1,407.80	88.2%
350000	523640	VEHICLE IM	1,100	0	1,100	.00	.00	1,100.00	.0%
350000	523700	TRAINING	28,000	0	28,000	6,785.76	.00	21,214.24	24.2%
350000	523850	CONTRACT L	0	0	0	3,229.50	.00	-3,229.50	100.0%
350000	523900	OTHER PUR	0	0	0	206.60	.00	-206.60	100.0%
350000	523920	SOFT LIC	22,500	0	22,500	18,461.48	.00	4,038.52	82.1%
350000	531100	SUP GENERA	25,000	0	25,000	2,975.75	939.40	21,084.85	15.7%
350000	531110	SUP OFFICE	5,000	0	5,000	946.25	.00	4,053.75	18.9%
350000	531120	UNIFORMS	140,000	0	140,000	54,111.21	592.00	85,296.79	39.1%
350000	531150	SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%
350000	531200	UTILITIES	125,500	0	125,500	44,786.10	.00	80,713.90	35.7%
350000	531250	OIL	5,000	0	5,000	411.42	.00	4,588.58	8.2%
350000	531270	GASOLINE	55,000	0	55,000	13,649.13	.00	41,350.87	24.8%
350000	531275	DIESEL	0	0	0	5,578.80	.00	-5,578.80	100.0%
350000	531300	MEALS FOOD	2,000	0	2,000	124.33	38.00	1,837.67	8.1%
350000	531600	SMALL EQUI	31,000	0	31,000	.00	.00	31,000.00	.0%
350000	531700	OTHER SUPP	15,500	0	15,500	1,206.36	125.00	14,168.64	8.6%
350000	531700	HAZM OTHER SUPP	9,500	0	9,500	1,430.26	.00	8,069.74	15.1%

YEAR-TO-DATE BUDGET REPORT

04/30/2022

FOR 2022 04									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000 531700	SAFET OTHER SUPP	5,000	0	5,000	3,214.00	.00	1,786.00	64.3%	
350000 542500	OTHER EQUI	4,000	0	4,000	743.51	.00	3,256.49	18.6%	
TOTAL GENERAL FUND - OPERATING		9,754,970	0	9,754,970	2,883,118.61	8,418.35	6,863,433.04	29.6%	
TOTAL EXPENSES		9,754,970	0	9,754,970	2,883,118.61	8,418.35	6,863,433.04		

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP- 6
Effective: 02/4/2016
Revised: 02/4/2016
Reviewed: 05/24/2022

Fire Chief Signature

DATE

Division: All

Subject: Vehicle accident's involving DFD vehicles versus public property

Policy: When an accident occurs involving Dalton Fire Department personnel versus public property the following SOP shall be followed

Scope: All Personnel

PROCEDURE:

1. In the event there is an accident involving Dalton Fire Department vehicles where the public is involved, the fire department personnel operating the vehicle is required to submit to a Drug and Alcohol screening regardless of whether there is an injury immediately reported or monetary value as associated to loss due to the accident.
2. The only exception to the requirement of a Drug & Alcohol screening is if the fault is found to lie with the member of the public operating the other vehicle and a citation is given only to that party as such at the scene of the accident.
3. If both parties are cited for the accident the Dalton Fire Department personnel operating the vehicle will submit to a Drug and Alcohol screening. In the event that the public property is not a vehicle the need for the screening is at the discretion of the Battalion Chief, Chief or Deputy Chief.
4. The Battalion Chief, Chief or Deputy Chief as according to the city's Drug Free Workplace Policy retains the right to mandate that the DFD personnel submit to a Drug and Alcohol screening for liability reasons.

NOTE: All other matters pertaining to Drug and Alcohol screening is to be followed as required by the city's Drug Free Workplace Policy.