



**PUBLIC SAFETY COMMISSION
TUESDAY, MAY 26, 2020
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) New Employee Confirmation - Police Department
- [2.](#) Dalton Police & Fire Department Appreciation / First Responders by PSC - Dr. Luis Viamonte

Approval of Minutes

- [3.](#) February 25, 2020

Alcohol Applications

- [4.](#) (2) 2020 New Alcohol Applications

Police Department

- [5.](#) Crime/Crash Statistics for April 2020
- [6.](#) Financials for April 2020
- [7.](#) Written Directive Review May 2020

Fire Department

- [8.](#) Statistical Report for April, 2020
- [9.](#) Financial Report for April, 2020
- [10.](#) Review SOP
 1. GP-6 Vehicle accident's involving DFD vehicles versus public property
- [11.](#) Capital Purchase
 1. Mid-size SUV
 2. Full-size SUV
 3. 3/4 Ton Pickup truck

Adjournment

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: NICHOLAS RYAN HILL

HOURLY RATE: \$18.22

SEX/AGE: Male/22

EDUCATION: May 2019
Bachelor of Science
Dalton State College
Dalton GA

May 2015 Graduate
Ridgeland High School
Rossville GA

WORK: May 2015 – December 2019
Food City
Fort Oglethorpe GA

MILITARY: None

MARITAL STATUS: Single

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: LESLIE ALLEN O'NEAL

HOURLY RATE: \$18.22

SEX/AGE: Male/38

EDUCATION: 2019
Grand Canyon University

December 2017
Arizona Western College
Associates Degrees (2)

2000 Graduate
North Canyon High School
Phoenix, AZ

WORK: October 2014 – January 2016
Police Officer
Somerton Police Dept.
Somerton, AZ

February 2016 – January 2019
Police Officer
Yuma Police Dept.
Yuma, AZ

MILITARY: December 2000 – December 2005
2006 – 2007 - Arizona Air National Guard
April 2007 – August 2014
USMC

MARITAL STATUS: Married

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: JACQUELINE PEREZ

HOURLY RATE: \$18.22

SEX/AGE: Female/26

EDUCATION: May 2011 Graduate
Southeast Whitfield High School
Dalton GA

2011 – 2012
Dalton State College
Dalton GA

May 2015
Bachelor of Business Administration
Georgia State University
Atlanta GA

WORK: August 2015 – February 2018
Fulton County Schools
Atlanta GA

March 2010 – August 2013
Famous Footwear
Dalton GA

MILITARY: None

MARITAL STATUS: Single

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
FEBRYART 25, 2020

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

AGENDA AMENDMENT

On the motion of Commissioner Walker, second Commissioner Willis, the Agenda was amended to add “Dr. Luis Viamonte Swear-in” after Agenda Approval and “Public Commentary” before Adjournment. The vote was unanimous in favor.

OATH OF OFFICE – DR. LUIS VIAMONTE

City Attorney, Gandhi Vaughn administered the Oath of Office to Dr. Luis Viamonte. Dr. Viamonte would finish Commissioner Keith Whitworth’s unexpired term of, December 31, 2020. Commissioner Viamonte took his seat at the dais.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of January 28, 2020. On the motion of Commissioner Mathis, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

(1) ALCOHOL APPLICATIONS

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

- | | |
|--------------------|-------------------------------|
| 1. Business Owner: | El Comal Tienda Y Cocina, LLC |
| d/b/a: | El Comal Tienda Y Cocina, LLC |
| Applicant: | Claudia Alvarez |
| Business Address: | 616 Fourth Ave, Suite 4-6 |
| Type: | Pouring Beer, Package Beer |
| Disposition: | New |

POLICE DEPARTMENT

Crime and Crash Statistics for January 2020

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of January, 2020. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 17.3% when compared to the same month in 2019. Chief Cason further reported that during the month there were 116 non-private property crashes and stated injury crashes decreased from December 2019.

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

Financial Statistics for January 2020

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of January, 2020. Chief Cason reported that the department expended 9.1% of their 2020 budget and are 2% under budget, and on track for the fiscal year.

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

POLICE DEPARTMENT

..... Continued

Written Directives

Police Chief Cliff Cason presented the following directives for approval:

- 2.9 Organizational Chart
- 2.23 Records Management System
- 3.19 Personnel Early Intervention System
- 3.12 Emergency Vehicle Driving

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

FIRE DEPARTMENT

Monthly Statistical Report – January 2020

Fire Chief Todd Pangle presented the January, 2020 Statistical Report to the Commission. Chief Pangle outlined details of the complete report that included the Incident Type Report, Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, Engine Company Pre-Plan Updates, and the Inspection Summary.

On the motion of Commissioner Walker, second Commissioner Willis, the Commissioners approved the January, 2020 Statistical Report for the Fire Department. A copy of the report outlining all incident values is a part of these minutes. The vote was unanimous in favor.

Monthly Financial Report – January 2020

Fire Chief Todd Pangle presented the Financial Report for the month of January 2020 to the Commission. Chief Pangle stated the department is 1% under budget for the month and on track for the fiscal year.

On the motion of Commissioner Whitworth, second Commissioner Willis, 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.

Architect Agreement-Station One Roof

On the motion of Commissioner Walker, second Commissioner Mathis, the Commission approved the Architect Agreement for Station One Roof presented by Fire Chief Todd Pangle. A copy of the agreement is a part of these minutes. The vote was unanimous in favor.

Automatic Aid for Fire Services and First Response

Fire Chief Todd Pangle presented to the Commission the Intergovernmental Agreement for Automatic Aid for Fire Services and First Response for approval in support to submit to the Mayor & Council. Chief Pangle explained the agreement would better serve the Citizens in a more efficient manner by establishing feasible boundary limits and or response areas between the City of Dalton's Fire Department and Whitfield County's Fire Department.

Chief Pangle further explained in detail the IGA's articles with regards to Liabilities, Compensation, Release of Claims and Injuries to Personnel, No Benefit to Third Parties, Term of Agreement, Standard of Equipment, Administration, Construction, and the Severability of Terms.

Chairman Weaver asked City Attorney Gandhi Vaughn and Fire Chief Pangle what was the Commission's responsibility with regards to the IGA approval. Chairman Weaver stated the Mayor & Council had tabled this item for approval at their regular called meeting. City Attorney Gandhi Vaughn and Chief Pangle explained the Fire Department was asking for the Public Safety Commission's support and recommendation with the Automatic Aid agreement between the two parties.

City Attorney Gandhi Vaughn assisted Chairman Weaver with the exact wording for the motion. On the motion of Commissioner Mathis, second Commissioner Walker, the Commission motioned to recommend the agreement in approval to the Mayor & Council as presented by Chief Pangle. Commissioner Viamonte asked Fire Chief Pangle if there could be an understanding with Whitfield County's Fire Department to make their EMTs grow in numbers within their Department to better assist all the citizens of the County and City.

After some discussion, City Attorney asked Commissioner Viamonte to amend the previous recommendation of approval to also include a recommendation provision that would enhance the EMT services particularly to the Farm Subdivision (Whitfield County's Station 9).

On the motion of Commissioner Viamonte, second Commissioner Mathis, the Commission motioned to recommend the agreement in approval to the Mayor & Council with the a recommendation provision that would enhance the EMT services provided to not only the Farm Subdivision, but also Whitfield County as a whole. The amended motion was voted unanimously. A copy of the IGA and the Automatic Aid Analysis is a part of these minutes.

PUBIC COMMENTARY

No comments were made by the public.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Willis, the meeting was adjourned at 10:06 a.m.

Bill Weaver, Chairman

ATTEST:

Anthony Walker, Secretary

2020 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY MAY 26, 2020

M&C MONDAY JUNE 1, 2020

(2) 2020 ALCOHOL APPLICATION

1. Business Owner: Creative Arts Guild Community Support Corporation
d/b/a: Creative Arts Guild Community Support Corporation
Applicant: Leanne Martin
Business Address: 520 West Waugh St
Type: Pouring Beer, Pouring Wine
Disposition: **New**

2. Business Owner: Tenoch, LLC
d/b/a: Tenoch
Applicant: Laura Vital
Business Address: 319 N. Hamilton St.
Type: Pouring Beer, Pouring Wine, Pouring Liquor
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 26, 2020**

SUMMARY OF DATA AND CRIME STATISTICS FOR APRIL 2020

General

Part 1 crimes have decreased approximately 20.9% when compared to year to date numbers from April 2019. Part 2 crimes also decreased by approximately 28.6% during the same time. Calls for service are slightly higher than in 2019. Traffic crashes have decreased by approximately 21.7% when compared to year to date numbers from April 2019.

DALTON POLICE DEPARTMENT CRIME STATISTICS												
Part I Offenses	INCIDENTS				CLEARANCES				ARRESTS			
			2020	2019			2020	2019			2020	2019
	4/20	4/19	YTD	YTD	4/20	4/19	YTD	YTD	4/20	4/19	YTD	YTD
Homicide	0	0	0	0	0	0	1	0	0	0	0	0
Rape	0	2	4	6	0	1	2	9	0	0	0	0
Robbery	2	0	5	2	0	0	4	1	0	0	4	1
Aggravated Assault	5	6	23	14	3	5	16	17	2	3	15	13
Burglary	8	10	31	35	0	1	2	6	0	1	5	6
Larceny - Theft	42	96	211	300	9	39	70	151	7	36	57	132
Motor Vehicle Theft	6	3	21	16	1	2	6	10	0	2	5	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	63	117	295	373	13	48	101	194	9	42	86	159

Part 2 Offenses	Total
Code Violation	110
Battery/Assault - Non-aggravated	37
Controlled Substance Offenses	26
Forgery/Fraud	21
Disorderly Conduct	20
Warrant Served	19
Trespass of Real Property	18
Destruct/Damage/Vandalize Property	17
Traffic Offenses	15
Public Peace Violations	12


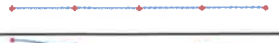
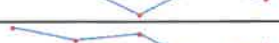






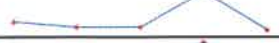






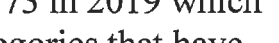
Code violation offenses increased to 110 in April 2020 from 74 in March 2020. Controlled substance offenses declined by approximately 31.6% when compared to March 2020. Calls for service increased by approximately 13.3 % when compared to 2019. *Citation numbers were not available due to a software error.

	April 2020	April 2019
Calls for Service	3,861	3,409
Traffic Crashes	59	126
Citations	*	995

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 26, 2020**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2016-2020

April 2020

	2016	2017	2018	2019	2020	TREND
Part I Crimes YTD	391	416	411	373	295	
Homicides	0	0	0	0	0	
Rape	7	6	2	6	4	
Robbery	8	6	7	2	5	
Aggravated Assault	20	25	12	14	23	
Violent Crime Totals	35	37	21	22	32	
Burglary	45	45	51	35	31	
Larceny-Theft	294	301	314	300	211	
Motor Vehicle Theft	15	32	22	16	21	
Arson	2	1	3	0	0	
Property Crime Totals	356	379	390	351	263	
Violent Crime Clearance	83%	76%	76%	123%	72%	
Property Crime Clearance	38%	38%	37%	48%	30%	
Part I Arrests	132	149	128	159	86	
Citations	5,167	4,161	4,386	4,849	*	
Calls for Service	15,333	13,268	13,486	15,549	15,578	
Traffic Crashes	456	468	471	492	385	

Analysis

In the year to date 2020 there have been 295 Part 1 crimes reported versus 373 in 2019 which shows an approximate decrease of 20.9%. There have been three crime categories that have increased YTD 2020: Robbery, Aggravated Assault, and Motor Vehicle Theft.

There have been 32 violent crimes reported 2020 YTD compared to 22 reported violent crimes YTD 2019. The increase in aggravated assaults have raised the violent crime totals. Year to date property crimes have shown a decrease of approximately 25.1% when compared to 2019 YTD statistics.

Based on the statistics from the previous 5 years, property crime numbers are significantly lower than the normal range. Violent crime numbers are slightly higher than the 5 year average.

***Due to a software error citation and warning numbers are not available at this time.**

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 26, 2020

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
		2020	2019			2020	2019			2020	2019	
	4/20	4/19	YTD	YTD	4/20	4/19	YTD	YTD	4/20	4/19	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	1	0	0	0	0	0
Rape	0	2	4	6	0	1	2	9	0	0	0	0
Robbery	2	0	5	2	0	0	4	1	0	0	4	1
Aggravated Assault	5	6	23	14	3	5	16	17	2	3	15	13
Burglary	8	10	31	35	0	1	2	6	0	1	5	6
Larceny - Theft	42	96	211	300	9	39	70	151	7	36	57	132
Motor Vehicle Theft	6	3	21	16	1	2	6	10	0	2	5	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	63	117	295	373	13	48	101	194	9	42	86	159
Part II Offenses												
Other Assaults - not agg.	37	38	139	143	26	30	88	107	22	26	80	84
Forgery/Counterfeiting	6	7	17	45	2	5	8	20	0	5	3	18
Fraud	15	26	62	101	3	7	13	34	2	7	10	31
Embezzlement	0	1	0	3	0	1	1	4	0	0	1	1
Stolen Property	3	3	7	8	14	2	14	5	14	2	14	5
Vandalism	17	39	83	134	4	10	24	41	4	9	23	31
Weapons Violations	2	2	11	20	2	6	17	20	2	6	17	11
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	1	6	12	21	0	1	9	9	0	0	5	2
Drug Sales	1	4	20	30	1	14	37	51	1	13	32	50
Drug Possession	16	47	77	213	12	71	68	251	10	70	63	249
Gambling	0	0	0	1	0	0	0	0	0	0	0	0
Offenses Against Family/Children	5	2	23	16	5	1	17	11	5	1	16	10
Liquor Violations	6	13	15	27	2	8	8	20	2	8	7	20
Drunkenness	5	14	29	35	5	14	31	34	5	14	31	34
Other Disorderly Conduct	20	25	77	107	7	12	40	66	7	12	37	59
Curfew Violations	3	2	5	9	1	5	3	17	0	5	2	17
All Other Offenses	223	293	891	1137	67	241	487	940	59	238	472	922
DUI	6	17	40	61	5	17	42	62	5	17	42	62
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	366	539	1508	2111	156	445	907	1692	138	433	855	1606
PART I AND II TOTAL	429	656	1803	2484	169	493	1008	1886	147	475	941	1765

Crashes			2020	2019	Enforcement	2020	2019
	4/20	4/19	YTD	YTD		YTD	YTD
Public Roadway	59	126	385	492	Citations	206	628
					Warnings	0	367
911 Calls	3,861	3,409	15,578	15,549	Totals	206	995
						3,471	4,849

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 26, 2020

Summary of Significant Events for April 2020

During the month of April 2020 there was an identified series of commercial burglaries in the South District. Detectives were able to identify suspects in the case and created an operation's plan to capture the suspects. During the execution of the operation's plan, detectives were able to capture the suspects which resulted in the issuance of a search warrant for the residence of multiple suspects. Two suspects were arrested and multiple stolen items were recovered. These suspects were also responsible for multiple burglaries in Whitfield County, as well. There were two reported robberies and five reported aggravated assaults.

20-002106	Robbery	926 Elk St
The victim reported being confronted by an unknown subject as he was riding his bike on Elk St. The unknown male forcefully took the victim's bike and then attacked him, causing visible injuries. The victim provided a description to officers, who were able to locate and identify the suspect. The suspect was arrested for the offenses.		

20-000931	Robbery	820 Shugart Rd
The complainant reported that she was confronted by an ex-boyfriend when she was walking to her apartment. The ex-boyfriend reportedly pushed her against the wall and took her phone from her. The case is currently under investigation.		

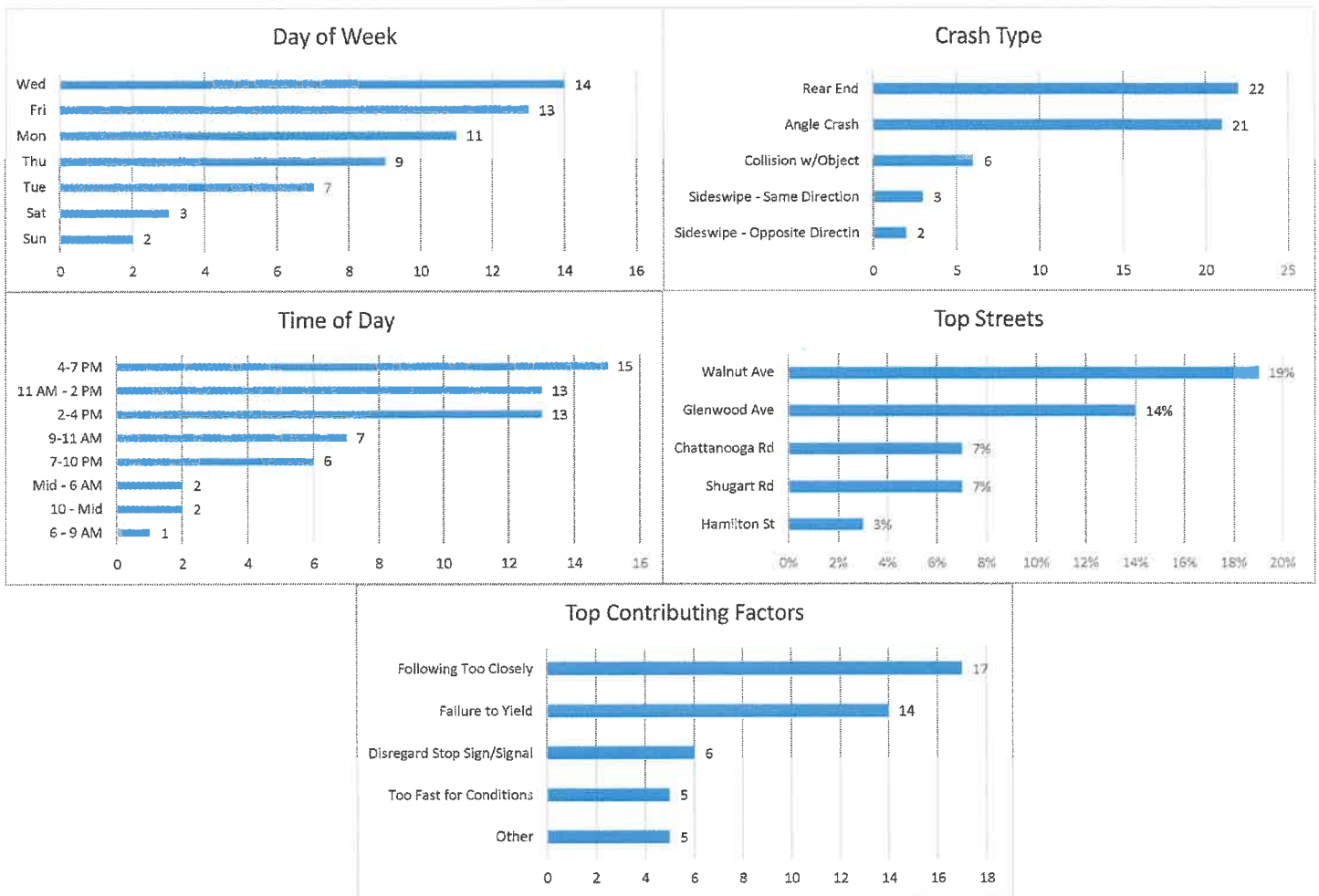
20-002018	Aggravated Assault	913 M L King Jr Blvd
The complainant advised her son brandished a handgun during an argument after making threats about a third party. A similar handgun was located a couple of days later during an incident involving the same suspect. It was determined the handgun was a replica and not real.		

20-002351	Aggravated Assault	1212 Cleveland Hwy
During a road rage incident in the Lowe's parking lot, one of the drivers exited his vehicle and approached the other vehicle. The other driver, still in his vehicle, pulled a handgun and displayed it to the driver approaching him. The driver that brandished the handgun advised the other driver approached him and started cussing at him so he showed him the handgun and left. The other driver advised he did not wish to pursue charges.		

DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING MAY 26, 2020

April 2020 Crash Statistics

In April 2020 there were 59 non-private property crashes reported. Injury crashes decreased from March 2020, however total injuries increased by one. Rear end and angle crashes were the most prevalent during April 2020. Failure to yield was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave had the highest number of crashes in April 2020. Chattanooga Rd had the highest number of injuries during April 2020.



59 Crashes Reported in April 2020

- There were 31 less crashes in April 2020 than in March 2020.
 - 18 crashes reported in which injuries occurred.
 - That is one injury crash for every 3.28 crashes reported.
 - Multiple injuries were reported in 7 crashes.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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- Total Injuries Reported
 - 33 injuries were reported.
 - 0 serious injuries were reported.

Top 5 Streets

- Walnut Avenue
 - 11 Total Crashes
 - 18.6 % of Total Crashes
 - 6.8 % of Injuries Reported (4 Injuries Reported on the Roadway)
- Glenwood Ave
 - 8 Total Crashes
 - 13.6 % of Total Crashes
 - 6.8 % of Injuries Reported (4 Injuries Reported on this Roadway)
- Chattanooga Rd / N Bypass
 - 4 Total Crashes
 - 6.8 % of Total Crashes
 - 15.3 % of Injuries Reported (9 Injuries Reported on this Roadway)
- Shugart Rd
 - 4 Total Crashes
 - 6.8 % of Total Crashes
 - 1.7 % of Injuries Reported (1 Injury Reported on the Roadway)
- Hamilton St
 - 3 Total Crashes
 - 5.1 % of Total Crashes
 - 1.7 % of Injuries Reported (1 Injuries Reported on the Roadway)

Crashes Involving DUI

- 2 Reported Crash involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 3 Crashes Reported with Distracted or Inattentive Driver

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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Crashes Involving Drivers Following One Another Too Closely

- 17 Crashes Reported involving Following Too Closely

Crashes by Type

- Rear End 48 / 40.00%
- Angle Crash 36 / 30.00%
- Collision with Object 17 / 14.17%
- Sideswipe – Same Direction 15 / 12.50%
- Sideswipe – Opposite Direction 2 / 1.67%

Days of the Week

- 21 crashes occurred on Mondays
- 19 crashes occurred on Tuesdays
- 17 crashes occurred on Wednesdays
- 21 crashes occurred on Thursdays
- 20 crashes occurred on Fridays
- 13 crashes occurred on Saturdays
- 9 crashes occurred on Sundays

Time of Day

- 0000- 0559-6
- 0600-0859-14
- 0900-1059-6
- 1100-1359-33
- 1400-1559-16
- 1600-1859-30
- 1900-2159-12
- 2200-2359-3

Top Contributing Factors

- Following Too Closely: 17 (28.81 % of all crashes)
- Failure to Yield: 14 (23.73 % of all crashes)
- Disregard Stop Sign/Signal: 6 (10.17 % of all crashes)
- Too Fast for Conditions: 5 (8.47 % of all crashes)
- Other: 5 (8.47 % of all crashes)

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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Based on the crash data from March 2020, Selective Enforcement Details were conducted in the following areas in April 2020:

- **Walnut Ave**
- **Glenwood Ave**

There were 4 total Enforcement Details conducted in April 2020, resulting in 29 total violations being identified.

Comparing the crash data compiled and the enforcement activities conducted for the month of April 2020, details will be conducted in May 2020 in the following areas:

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

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 26, 2020

SUMMARY OF THE FINANCIAL STATISTICS FOR APRIL 2020

The police department budget is on track for FY 2020, and at the time of this report we have expended approximately 28.4% of our 2020 budget. We are currently 4.9% under budget for the year.

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

FOR 2020 99

0010 GENERAL FUND - OPERATING

141501 PD ADMINISTRATION

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501 000010 SALARIES-REGULAR	351,000	0	351,000	113,469.04	.00	237,530.96	32.3%
141501 000011 SALARIES OVERTIME	1,290	0	1,290	697.49	.00	592.51	54.1%
141501 000016 SALARY - BONUS	0	0	0	1,158.14	.00	-1,158.14	100.0%
141501 000020 FICA	27,625	0	27,625	9,615.43	.00	18,009.57	34.8%
141501 000030 PENSION	4,170	0	4,170	1,055.47	.00	3,114.53	25.3%
141501 000032 PENSION - DB PLAN	226,000	0	226,000	60,197.24	.00	165,802.76	26.6%
141501 000040 HOSPITALIZATION I	31,635	0	31,635	13,476.00	.00	18,159.00	42.6%
141501 000045 EE LIFE & DISABIL	2,100	0	2,100	1,181.32	.00	918.68	56.3%
141501 000050 GENERAL INSURANCE	106,105	0	106,105	.00	.00	106,105.00	0%
141501 000060 WORKER COMPENSATI	10,415	0	10,415	3,471.64	.00	6,943.36	33.3%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	36.93	.00	4,963.07	.7%
141501 000110 TELEPHONE	45,000	0	45,000	12,818.67	.00	32,181.33	28.5%
141501 000120 TRAINING EXPENSES	15,000	0	15,000	1,615.30	.00	13,384.70	10.8%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	60.00	.00	1,940.00	3.0%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	1,697.69	.00	7,302.31	18.9%
141501 000150 PRINTING	4,000	0	4,000	1,407.48	.00	2,592.52	35.2%
141501 000160 POSTAGE	3,500	0	3,500	276.88	.00	3,223.12	7.9%
141501 000360 LEGAL FEES	15,000	0	15,000	1,845.00	.00	13,155.00	12.3%
141501 000410 GAS & OIL	5,800	0	5,800	519.98	.00	5,280.02	9.0%
141501 000440 SUPPLIES	800	0	800	92.24	.00	707.76	11.5%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	172.25	.00	1,627.75	9.6%
141501 000455 CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	0%
141501 001010 OFFICE SUPPLIES	2,000	0	2,000	649.48	.00	1,350.52	32.5%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	95,600.16	.00	61,439.84	60.9%
141501 001300 MEALS	2,000	0	2,000	1,928.99	.00	71.01	96.4%
141501 001410 DUES/FEES/SUBSCRI	3,500	0	3,500	3,015.96	.00	484.04	86.2%
141501 001665 RADIO SUBSCRIBER	25,000	0	25,000	23,155.20	.00	1,844.80	92.6%
141501 001990 MISCELLANEOUS	2,000	0	2,000	-24.84	.00	2,024.84	-1.2%
141501 003226 CUSTODY OF PRISIO	120,000	0	120,000	28,689.52	.00	91,310.48	23.9%
TOTAL PD ADMINISTRATION	1,180,580	0	1,180,580	377,878.66	.00	802,701.34	32.0%

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

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141503 PD PATROL

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 000010 SALARIES-REGULAR	3,377,600	0	3,377,600	978,632.77	.00	2,398,967.23	29.0%
141503 000011 SALARIES OVERTIME	101,000	0	101,000	16,000.11	.00	84,999.89	15.8%
141503 000020 FICA	270,065	0	270,065	82,530.20	.00	187,534.80	30.6%
141503 000030 PENSION	154,620	0	154,620	38,208.86	.00	116,411.14	24.7%
141503 000032 PENSION - DB PLAN	436,550	0	436,550	107,602.68	.00	328,947.32	24.6%
141503 000040 HOSPITALIZATION I	515,705	0	515,705	162,201.98	.00	353,503.02	31.5%
141503 000045 EE LIFE & DISABIL	20,300	0	20,300	6,012.89	.00	14,287.11	29.6%
141503 000060 WORKER COMPENSATI	95,900	0	95,900	31,966.64	.00	63,933.36	33.3%
141503 000120 TRAINING EXPENSES	114,000	-10,000	104,000	25,100.41	.00	78,899.59	24.1%
141503 000130 VEHICLE EXPENSES	12,650	10,000	22,650	14,452.06	.00	8,197.94	63.8%
141503 000130 SHOP VEHICLE EXP -	115,050	0	115,050	18,250.51	.00	96,799.49	15.9%
141503 000400 EQUIPMENT MAINT &	12,500	0	12,500	1,259.72	.00	11,240.28	10.1%
141503 000410 GAS & OIL	173,990	0	173,990	22,938.99	.00	151,051.01	13.2%
141503 000440 SUPPLIES	5,500	0	5,500	810.40	.00	4,689.60	14.7%
141503 000450 CLEANING ALLOWANC	10,000	0	10,000	2,081.50	.00	7,918.50	20.8%
141503 000460 UNIFORMS	64,000	0	64,000	4,694.55	.00	59,305.45	7.3%
141503 001010 OFFICE SUPPLIES	3,000	0	3,000	497.50	.00	2,502.50	16.6%
141503 001300 MEALS	2,000	0	2,000	57.41	.00	1,942.59	2.9%
141503 001410 DUES/FEES/SUBSCRI	3,750	0	3,750	321.00	.00	3,429.00	8.6%
141503 001660 COMMUNICATION EQU	2,500	0	2,500	.00	.00	2,500.00	.0%
141503 001990 MISCELLANEOUS	5,000	0	5,000	381.35	.00	4,618.65	7.6%
141503 039980 CAPITAL OUTLAY <	29,400	0	29,400	2,690.00	.00	26,710.00	9.1%
TOTAL PD PATROL	5,525,080	0	5,525,080	1,516,691.53	.00	4,008,388.47	27.5%

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

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141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	823,000	0	823,000	244,380.26	.00	578,619.74	29.7%
141504 000011 SALARIES OVERTIME	38,300	0	38,300	6,167.23	.00	32,132.77	16.1%
141504 000020 FICA	67,085	0	67,085	20,669.45	.00	46,415.55	30.8%
141504 000030 PENSION	23,900	0	23,900	6,998.03	.00	16,901.97	29.3%
141504 000032 PENSION - DB PLAN	331,570	0	331,570	82,760.98	.00	248,809.02	25.0%
141504 000040 HOSPITALIZATION I	86,245	0	86,245	41,752.00	.00	44,493.00	48.4%
141504 000045 EE LIFE & DISABIL	5,050	0	5,050	1,458.31	.00	3,591.69	28.9%
141504 000060 WORKER COMPENSATI	22,570	0	22,570	7,523.36	.00	15,046.64	33.3%
141504 000120 TRAINING EXPENSES	30,000	0	30,000	11,643.78	.00	18,356.22	38.8%
141504 000130 VEHICLE EXPENSES	7,000	0	7,000	1,624.42	.00	5,375.58	23.2%
141504 000400 EQUIPMENT MAINT &	1,500	0	1,500	142.63	.00	1,357.37	9.5%
141504 000410 GAS & OIL	19,390	0	19,390	2,505.22	.00	16,884.78	12.9%
141504 000440 SUPPLIES	3,000	0	3,000	470.05	.00	2,529.95	15.7%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	457.00	.00	3,543.00	11.4%
141504 000455 CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	.00	.00	4,000.00	.0%
141504 001300 MEALS	700	0	700	.00	.00	700.00	.0%
141504 001410 DUES/FEES/SUBSCRI	4,500	0	4,500	504.00	.00	3,996.00	11.2%
141504 001650 PURCHASE EVIDENCE	30,000	0	30,000	.00	.00	30,000.00	.0%
141504 001660 COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990 MISCELLANEOUS	5,000	0	5,000	187.00	.00	4,813.00	3.7%
141504 039980 CAPITAL OUTLAY <	5,000	0	5,000	4,786.21	.00	213.79	95.7%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,522,310	0	1,522,310	434,029.93	.00	1,088,280.07	28.5%

FOR 2020 99

141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	537,380	0	537,380	179,643.29	.00	357,736.71	33.4%
141507 000011 SALARIES OVERTIME	7,680	0	7,680	1,214.08	.00	6,465.92	15.8%
141507 000012 SALARIES-PART TIM	22,005	0	22,005	2,563.77	.00	19,441.23	11.7%
141507 000020 FICA	44,175	0	44,175	14,580.93	.00	29,594.07	33.9%
141507 000030 PENSION	17,580	0	17,580	3,802.29	.00	13,777.71	21.6%
141507 000032 PENSION - DB PLAN	171,950	0	171,950	35,816.29	.00	136,133.71	20.8%
141507 000040 HOSPITALIZATION I	67,205	0	67,205	24,443.02	.00	42,761.98	36.4%
141507 000045 EE LIFE & DISABIL	3,200	0	3,200	918.52	.00	2,281.48	28.7%
141507 000060 WORKER COMPENSATI	15,775	0	15,775	5,258.36	.00	10,516.64	33.3%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	15,996.12	.00	26,003.88	38.1%
141507 000130 VEHICLE EXPENSES	2,000	1,145	3,145	1,502.48	.00	1,642.52	47.8%
141507 000330 UTILITIES	48,000	0	48,000	14,182.85	.00	33,817.15	29.5%
141507 000410 GAS & OIL	7,300	0	7,300	893.10	.00	6,406.90	12.2%
141507 000440 SUPPLIES	3,000	0	3,000	436.39	.00	2,563.61	14.5%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	376.50	.00	2,023.50	15.7%
141507 000455 CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	0%
141507 000460 UNIFORMS	4,000	0	4,000	284.89	.00	3,715.11	7.1%
141507 001010 OFFICE SUPPLIES	3,200	0	3,200	960.35	.00	2,239.65	30.0%
141507 001300 MEALS	500	0	500	.00	.00	500.00	0%
141507 001410 DUES/FEES/SUBSCRI	2,100	0	2,100	165.00	.00	1,935.00	7.9%
141507 001415 CREDIT CARD & BAN	600	0	600	144.03	.00	455.97	24.0%
141507 001610 APPLICANT TESTING	7,500	0	7,500	.00	.00	7,500.00	0%
141507 001880 COMMUNITY SERVICE	12,500	0	12,500	1,777.61	.00	10,722.39	14.2%
141507 001880 15048 COM SCVS - D	0	0	0	5,724.75	.00	-5,724.75	100.0%
141507 001990 MISCELLANEOUS	1,500	0	1,500	444.50	.00	1,055.50	29.6%
141507 084725 BUILDING/GROUNDS M	109,145	-1,145	108,000	12,520.82	2,601.75	92,877.43	14.0%
TOTAL PD SUPPORT SERVICES	1,133,295	0	1,133,295	324,049.94	2,601.75	806,643.31	28.8%
TOTAL GENERAL FUND - OPERATING	9,361,265	0	9,361,265	2,652,650.06	2,601.75	6,706,013.19	28.4%
TOTAL EXPENSES	9,361,265	0	9,361,265	2,652,650.06	2,601.75	6,706,013.19	
GRAND TOTAL	9,361,265	0	9,361,265	2,652,650.06	2,601.75	6,706,013.19	28.4%

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FOR 2020 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
210001 361100 JUSTI INTEREST JUS	-30	0	-30	.00	.00	-30.00	.0%
210001 361100 STATE INTEREST EAR	-600	0	-600	-179.67	.00	-420.33	29.9%
210001 361100 TREAS INTEREST TRE	-30	0	-30	-50.65	.00	20.65	168.8%
210001 392100 STATE PROCEEDS FRO	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL REVENUES	-110,660	0	-110,660	-230.32	.00	-110,429.68	.2%

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	.00	.00	18,000.00	.0%
210415 000370 STATE COURT COSTS	12,500	0	12,500	963.60	.00	11,536.40	7.7%
210415 001990 JUSTI MISCELLANEOU	200	0	200	.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	578.00	.00	5,572.00	9.4%
210415 001990 TREAS MISCELLANEOU	26,380	0	26,380	.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	100	0	100	5,126.84	.00	21,253.16	19.4%
210415 021910 TREAS COMMUNICATIO	1,700	0	1,700	.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	37,000	0	37,000	.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	2,300	0	2,300	.00	.00	37,000.00	.0%
210415 039980 TREAS CAPITAL OUTL						2,300.00	.0%
TOTAL EXPENDITURES	106,730	0	106,730	6,668.44	.00	100,061.56	6.2%
TOTAL CONFISCATED ASSETS	-3,930	0	-3,930	6,438.12	.00	-10,368.12	-163.8%
TOTAL REVENUES	-110,660	0	-110,660	-230.32	.00	-110,429.68	
TOTAL EXPENSES	106,730	0	106,730	6,668.44	.00	100,061.56	
GRAND TOTAL	-3,930	0	-3,930	6,438.12	.00	-10,368.12	-163.8%

** END OF REPORT - Generated by Alethea Brown **

FOR 2020 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 001020 445 COMPUTER SOFTW	60,000	0	60,000	1,418.79	.00	60,000.00	.0%
370005 039980 445 CAPITAL OUTLAY	0	0	0	1,418.79	.00	-1,418.79	100.0%
370005 039990 414 CAPITAL OUTLAY	295,000	0	295,000	7,667.08	109,708.00	185,292.00	37.2%
370005 039990 415 CAPITAL OUTLAY	369,450	17,135	386,585	28,245.00	229,530.00	149,387.92	61.4%
370005 039990 420 CAPITAL OUTLAY	293,000	0	293,000	6,525.00	211,459.40	53,295.60	81.8%
370005 039990 610 CAPITAL OUTLAY	175,000	0	175,000	359,702.49	54,546.00	113,929.00	34.9%
370005 521210 610 CONTRACT SERVI	0	359,705	359,705	403,558.36	.00	2.51	100.0%
TOTAL EXPENDITURES	1,192,450	376,840	1,569,290	403,558.36	605,243.40	560,488.24	64.3%
TOTAL CAPITAL ACQUISITION FUND	1,192,450	376,840	1,569,290	403,558.36	605,243.40	560,488.24	64.3%
TOTAL EXPENSES	1,192,450	376,840	1,569,290	403,558.36	605,243.40	560,488.24	64.3%
GRAND TOTAL	1,192,450	376,840	1,569,290	403,558.36	605,243.40	560,488.24	64.3%

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DALTON POLICE DEPARTMENT
REVENUE ACCOUNT DEPOSITS
YEAR-TO-DATE

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	369097 COPIES/ CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 369099:						334000	342101	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports			PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*	GRANT REIM. **	GRANT NAME				
CUM TOTALS	3,300.00	2,240.00	1,735.00	4,575.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	13,715.26
APRIL															
4/8/2020				375.00											375.00
4/21/2020			510.00												510.00
4/28/2020		750.00													750.00
APRIL TOTALS	0.00	750.00	510.00	375.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,635.00
CUM TOTALS	3,300.00	2,990.00	2,245.00	4,950.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	15,350.26
JUSTICE - Federal Forfeiture Funds:		0.48													
TREASURY - Federal Forfeiture Funds:		27138.99													
State Drug Seizure Funds:		92185.86													
				GOV DEALS SALE OF ASSETS VEHICLES		NONE				GOV DEALS SALE OF ASSETS CELL PHONES		NONE			

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					98,123.31
1/29/2020	PO 21019064	Verizon - Nov 10 - Dec 9 Cell Phones		1,830.25	96,293.06
1/31/2020		Interest Credit	62.39		96,355.45
2/26/2020	PO 21019065	Verison - Dec 10 - Jan 09 Cell Phones		1,688.83	94,666.62
2/26/2020	PO 21020001	Verizon - Jan 10 - Feb 09 Cell Phones		1,738.83	92,927.79
2/26/2020	19-002128	GOVDEALS - Seized F150 Sold	2,500.00		95,427.79
2/26/2020	19-002128	GOVDEALS - Seized Tires & Wheels Sold	205.00		95,632.79
2/26/2020		GOVDEALS FEES For Items Sold 19-002128, 18-003999, 18-007116		358.57	95,274.22
2/28/2020		Interest Credit	55.37		95,329.59
3/10/2020	PO 21020002	DA's Office - Jones Seizure Court Costs		881.60	94,447.99
3/10/2020	PO 21020003	Clerk of Court - Jones Seizure Court Costs		82.00	94,365.99
3/18/2020	PO 21020004	Elite Wrecker - Tow Seized Infiniti; 20-000497		100.00	94,265.99
3/18/2020	PO 21020005	Whaley's Towing - Tow 4 Seized Vehicles; 20-001409		460.00	93,805.99
3/27/2020	PO 21020006	Verizon - Feb 10 - Mar 09 Cell Phones		1,738.83	92,067.16
3/31/2020		Interest Credit	61.91		92,129.07
4/30/2020		Interest Credit	56.79		92,185.86

[illegible]

Federal Forfeitures Fund

[illegible]

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: May 26, 2020
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.8		<u>News Media / Public Information</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording, moved one sentence to next section Section II (A) – Sentence moved from previous section (B) – Re-lettered, rewording (C) – Re-lettered, rewording
	1-2	Section III (A) – Rewording, removed item 7 and item 9, renumbering
	2	(B) – Rewording
	3	(C) – New sub-section on Social Media
		Section IV (A) – Rewording
	3-4	(B) – Rewording
	4	(C) – New item
	4-5	Section V – Rewording, removed items G, H, and N, re-lettering
	5	Section VI (A) – Rewording Section VII (A) – Rewording (C) – Rewording
	6	Section VIII (A) – Rewording (B) – Rewording (C) – Rewording (E) – Lettered as a new item, new wording
	6-7	Section IX – Removed lettering, removed item B, rewording
	7	Section X – Rewording Section XI – Removed item A, re-lettering, new wording in new Item B
2.16		<u>Form Development, Modification, and Approval</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II (A) – New lettering, rewording (B) – New lettering, new numbering, rewording
	2	(C) – Rewording (D) – Rewording (E) – Rewording Section III – Rewording
2.26		<u>Field Training Officer and Mentoring Programs</u>

This is a new policy that replaces the previous Police Officer Training Program policy due to the Department changing programs for the field training of new officers.

3.14

Employee Timekeeping, Compensation, and Benefits

- 1 Updated Revision and Re-evaluation dates
Section I – New wording added
Section II (A) – Rewording
- 1-2 (B) – Rewording, added numbering on sub-item 5
- 2 (C) – Rewording, moved sub-items 5 and 8 to a following section and re-numbered
- 3 Section III (A) – Rewording
(B) – Rewording
(D) – Rewording
- 3-4 (E) – Rewording, removed sub-items 5 and 6 and re-numbered
- 4 Section IV – New section that incorporates the some of the previous Section IV
- 5-6 Section V – Made this into a separate section, added lettering and numbering, rewording throughout

3.18

Grievance Procedures

- 1 Updated Revision and Re-evaluation dates
Section IV (A) – Rewording
- 2 (D) – Rewording
- 3 (E) – Rewording

4.8

Preliminary Investigations

- 1 Updated Revision and Re-evaluation dates
Section I – Rewording
Section II – Rewording
Section III (B) – Lettered, rewording
- 1-2 (C) – Lettered, rewording, moved sub-item 11 and re-numbered
- 2 (D) – Re-lettered, rewording
- 3 (E) – New item that was moved from previous sub-section
Section IV (A) – Lettered, removed wording
(B) – Lettered, rewording
(C) – Lettered
- 3-4 (D) – Lettered, rewording
- 4 (E) – Lettered, rewording
Section V (F) – New lettering, rewording
Section VI (A) – Lettered
(B) – Lettered, rewording, new numbering
- 5 (C) – Lettered
(D) – New sub-item
(E) – New sub-item

- (F) – New sub-item
- (G) – New sub-item

4.28

Juvenile Procedures

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- 2 Section III (A) – Lettering, rewording
- 3 (B) – Lettering, rewording
- (C) – Lettering, rewording
- (D) – Lettering, rewording
- Section IV (B) – Rewording
- (C) – Rewording
- (D) – Rewording
- (E) – Rewording
- 3-4 Section V (A) – Sub-numbering, sub-lettering, rewording
- 4-6 (B) – Re-numbering, sub-lettering, sub-numbering, rewording
- 6 Section VI (A) – Lettering, rewording
- (B) – Re-lettering
- (C) – Re-lettering, rewording
- (D) – Re-lettering, rewording
- 7 (E) – Re-lettering, rewording
- (F) – Re-lettering, rewording
- (G) – Re-lettering, rewording
- 8 Section VII (D) – Rewording
- Section VIII – Rewording title of section, rewording
- Section IX (A) – Numbering, rewording
- (B) – Rewording
- (D) – Rewording

6.1

Emergency Call-Out and Notification

- 1 Updated Revision and Re-evaluation dates
- Rewording Title of Policy
- Section I – Rewording
- Section II – Rewording
- Section III – Rewording
- (A) – Rewording
- Section IV (A) – Lettering, rewording
- 2 (B) – Re-lettered, rewording
- (C) – Lettering, rewording
- (D) – Re-lettered, rewording
- (E) – Re-lettered, rewording
- 3 Section V – Rewording
- Section VI – Rewording
- (A) – Rewording
- (B) – Rewording
- (C) – Rewording
- (D) – Rewording
- 4 (E) – Rewording

- (F) – Rewording
- (G) – Rewording

6.2

- Hazardous Materials Incident Response**
- 1 Updated Revision and Re-evaluation dates
 - Section I – Rewording
 - Section II (B) – New definition
 - (C) – Re-lettered
 - (D) – Re-lettered
 - (E) – New definition
 - (F) – Re-lettered
 - 1-3 Section III (A) – Rewording, removed sub-items 8 and 9, added sub-items 7c and 7d
 - 3-4 (B) Rewording, re-numbering, re-lettering, removed sub-items 11a and 11b
 - 4 (C) – Rewording
 - 5-6 (D) – Rewording, re-numbering
 - 6 (E) – New sub-section on decontamination procedures

6.7

- Automated Emergency Notification System**
- 1 Updated Revision and Re-evaluation dates
 - Section I – Rewording
 - 2-3 Section III (A) – Rewording
 - (B) – Rewording
 - (C) – Rewording, sub-lettering, sub-numbering
 - 3-4 (D) – New sub-section

7.2

- Robbery or Burglar Alarm Procedures**
- 1 Updated Revision and Re-evaluation dates
 - Updated title of policy
 - Section I – Rewording
 - Section II (A) – Restructured this sub-section, rewording, new sub-sections 4 and 5
 - 2 (B) – Restructured this sub-section, rewording, new sub-section 4
 - 3 (C) – New subsection, several new items, rewording

7.15

- Roadblocks**
- 1 Updated Revision and Re-evaluation dates
 - Section II (A) – Rewording
 - (B) – Rewording
 - Section III (A) – New numbering
 - 2 (B) – Rewording
 - (C) – Rewording
 - 3 Section IV (A) – New numbering, re-numbering, rewording

- (B) – Rewording
- (C) – Rewording
- 4 Section V (A) – Rewording
- Section VI – Rewording

7.26

- Unmanned Aircraft Systems**
- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section II – Rewording
- 1-2 Section IV (A) – Rewording, new item 6
- 2-3 (B) – Rewording
- 3 (C) – Rewording
- 4-5 (D) – Rewording, new items 3, 6a, 6b, 6c
- 5 (E) – Rewording, new item 4
- 6 (F) – Rewording, new items 4 and 5

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-2.8
Subject News Media / Public Information			
Reference O.C.G.A. - 16-6-23; 50-18-70 CALEA Standards – 54.1.1, 54.1.3, 54.1.4		Revised May 28, 2019 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2021 May 2022		No. Pages 6

I. Policy

It is the policy of the Dalton Police Department that personnel ~~are~~ **be** committed to **fully cooperating** ~~cooperate fully~~ with news media representatives in support of their “right-to-know” guarantees of the First Amendment. ~~Personnel will provide and to providing~~ factual and timely information on a fair and impartial basis without jeopardizing the rights of victims or persons accused of crimes or compromising sensitive investigations. ~~Information will be released in compliance with the Georgia Open Records Act O.C.G.A. 50-18-70.~~

II. Public Records

A. Information and public records shall be released in compliance with the Georgia Open Records Act, O.C.G.A. 50-18-70.

~~B.A.~~ Except for the restrictions cited in this policy, miscellaneous incident, arrest, and other criminal incident information ~~on file~~ of a routine nature ~~are~~ **is** considered to be in the public domain and ~~will~~ **shall** be made equally available to all news media representatives.

~~C.B.~~ Special news releases that concern a recent event, arrest, or crime ~~will~~ **shall** be available to all news **media** representatives.

III. Procedures

A. Duties of the ~~Public Relations Specialist~~ **City of Dalton Communications Director**

1. Distribute information to the media and **to the public** ~~employees within the agency following in accordance with Dalton Police~~ Department policies and procedures.
2. Be available for on-call response to the media.
3. ~~Inform the~~ **Prepare** media **releases and social media posts for** ~~of~~ major public events requiring an extended presence of Departmental personnel.

RESTRICTED LAW ENFORCEMENT DATA

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4. Assist the media ~~at crime and incident scenes and~~ with covering routine stories. ~~and at the scenes of incidents;~~
5. ~~Coordinate~~ Assist with the release of authorized information concerning confidential investigations and operations.
6. ~~Coordinate and authorize~~ Assist the Department with the authorized release of information about victims, witnesses, and suspects.
- ~~7. Develop positive working relationships with local media representatives by:~~
 - ~~a. Establishing working guidelines;~~
 - ~~b. Determining local media deadlines and help media representatives meet their deadlines; and~~
 - ~~c. Preparing and distributing periodic news releases.~~
- ~~7.8.~~ Arrange and coordinate press conferences, when needed.
- ~~9. Develop video and photographic records of the Department's activities.~~
- ~~8.10.~~ Assist the Department with maintaining communications with the public and media through electronic sources, such as the internet and social networking sites.

B. Other Personnel

1. It is important that ~~the agency~~ all employees “speak with one voice” in providing accurate and consistent information.
2. Employees ~~should~~ shall:
 - a. Direct news media representatives to the ~~Public Relations Specialist,~~ Communications Director, lead investigating Officer, Incident Commander, ~~or shift Supervisor~~ Watch Commander, or any other employee designated by the Chief of Police when asked details regarding a collision, crime, or other incident.
 - b. Assist news personnel, as ~~directed by the Public Relations Specialist~~ approved by the Chief of Police or his / her designee, in covering routine stories and at collision and incident scenes.
 - c. ~~Not say, “no comment”;~~ Not reply to a question from news personnel by stating, “No comment.”
 - d. Not speculate about liability issues or causation.
 - e. Use secure communications methods for transmitting sensitive information.

RESTRICTED LAW ENFORCEMENT DATA

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- 3.2. ~~Ranking Officers~~ Supervisors at crime or incident scenes may release factual information of a general nature to the media, as governed by this or other Department policies (i.e. death notifications, juveniles, etc.) or if given prior approval by the ~~Public Relations Specialist~~ Chief of Police or his / her designee.

C. Social Media

1. Employees designated by the Chief of Police are authorized to post information on the Department's social media accounts.
2. Those employees are required to receive training on how to effectively and professionally perform this function.
3. Social media shall be used to inform the community about Department activities and programs, neighborhood safety concerns, roadway hazards, or community events.
4. Social media may also be utilized to request assistance in identifying possible suspects or gathering leads for criminal investigations.
5. All information posted to the Department's social media accounts shall be factual in nature and shall not contain opinion, conjecture, or speculation.
6. Only designated employees may reply to comments or questions posted to the Department's social media accounts and shall do so in a professional manner.

IV. **Information That Shall be Released**

A. Arrestee

1. The accused's name, year of birth, residence, occupation, marital status, and other background information, except social security number
2. The exact charge, such as the complaint, warrant information, or indictments
3. The identities of the investigating and / or arresting Officer(s) ~~and-arresting Officers~~ and the length of the investigation
4. The circumstances immediately surrounding the arrest, including the date, time, location, and the occurrence of resistance, pursuit, ~~if-any~~, or possession and / or use of a weapon by the suspect or ~~Police~~ Officer(s), if applicable
5. Information necessary to obtain public assistance in apprehension of a suspect

B. Incident Information

RESTRICTED LAW ENFORCEMENT DATA

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1. Time, substance, and location of complaints or requests for assistance
2. The location, date, ~~and~~ time, injuries sustained, damages, and a description of how the incident occurred
3. Amount and type of property taken
4. The name, age, and address of any adult charged with a crime
5. Information warning the public of danger or the nature ~~of~~ and frequency of crime in the community

C. Other Identity Information

Identity information for victims, witnesses, suspects, and juveniles shall be released in accordance with the Georgia Open Records Act.

V. Information That Shall Not be Released

- A. Opinions about a defendant's guilt or innocence
- B. Admissions, confessions, or the contents of a statement attributed to the defendant or ~~the defendant's~~ refusal to make an admission, confession, or statement
- C. Reference to the results of investigative procedures, such as fingerprints, polygraphs, ballistics or laboratory tests, wiretaps, electronic surveillance, or the refusal ~~of a suspect / defendant~~ to take requested tests
- D. Statements concerning the identity, character, or credibility of a prospective witness
- E. Prior criminal record of arrests without dispositions and / or the character of a defendant. Any requests for arrests without a disposition shall be referred to the appropriate agency.
- F. Opinions concerning evidence or argument in the case and whether it is anticipated that such evidence is essential
- ~~G. The identities of victims or intended victims of sex crimes, child abuse, or related information, which would tend to lead to the victim's identification~~
- ~~H. The identity of any juvenile under the age of seventeen (17) who is a suspect or defendant in any case.~~
- ~~G.I.~~ The identity of any critically injured or deceased person prior to the notification of next of kin, ~~except~~ ~~Exception will be~~ when notification has been attempted but is not possible within a reasonable amount of time
- ~~H.J.~~ Contents of suicide notes

RESTRICTED LAW ENFORCEMENT DATA

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- ~~I.K.~~ The specific cause of death, until determined by the county coroner or state medical examiner
- ~~J.L.~~ Specifics of ~~the~~ a crime or any information that could be known only by the guilty party
- ~~K.M.~~ Information received from other law enforcement agencies without their concurrence in releasing said information
- ~~N.~~ ~~Suspect information, except that information deemed necessary to warn the public of the danger of an un-apprehended suspect or to assist in effecting the arrest of the suspect~~
- ~~L.O.~~ Social security numbers and driver's license numbers
- ~~M.P.~~ Supplemental reports that are the subject of a pending investigation or prosecution
- ~~N.Q.~~ The month and date of birthdays for all subjects listed in the report
- ~~O.R.~~ Telephone numbers
- ~~P.S.~~ Any other records or information as outlined in the Georgia Open Records Act

VI. **Information That is Restricted to Release by the Chief of Police or Designee**

- A. Statements of Department policy, official responses to criticisms, comments ~~that are~~ critical of another agency, institution, or public official, information concerning confidential ~~agency~~ Department investigations or operations, or statements pertaining to pending litigation involving the Department.
- B. Information regarding an internal investigation of alleged misconduct by members of the Department or the disciplinary action taken as a result of any such investigation.
- C. The names of Department members subject to disciplinary action as a result of an ongoing or completed investigation.

VII. **Photographs and Suspect Interviews**

- A. Members of the Department ~~should~~ shall neither encourage nor discourage ~~members of the media or any other persons to the~~ photographing of suspects or defendants when they are in public places. In no event ~~should~~ shall the accused be photographed in a posed position.
- B. Photographs or "mug shots" of an un-apprehended suspect may be released at the discretion of the Chief of Police or Division Commander.
- C. ~~Personnel~~ Employees shall not allow persons in custody to be interviewed by ~~news media representatives~~.

VIII. **Access to Crime and Incident Scenes**

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- A. Direct access to crime and incident scenes by news media representatives shall be allowed only after all known evidence has been processed and the on-site investigation completed.
1. Prior to the processing of crime scenes, the Officer-in-charge shall restrict news media representatives and photographers to outside the established perimeter ~~established by the Officer-in-charge~~.
 2. The ~~Public Relations Specialist~~ Communications Director may be ~~called~~ requested to respond to any scene at the discretion of the Officer-in-charge.
 3. The ~~Public Relations Specialist~~ Communications Director or designated Officer shall ~~will~~ establish a news media staging area outside the perimeter of the crime scene and ~~will~~ shall be responsible for obtaining information from the ~~commanding~~ Officer-in-charge and providing updates to the members of the news media.
- B. After the crime scene has been released by the Officer-in-charge, access ~~will~~ shall not be restricted, except that permission must be obtained from the owner if the location is on private property.
- C. Media access to fire scenes is controlled by the Dalton Fire Department's Incident Commander ~~Officer-in-charge~~. The ranking ~~Police~~ Officer at the fire scene shall confer with the ~~fire official~~ DFD Incident Commander and assist in establishing an observation point for the media.
- D. Media access to major incidents, natural disasters, and other catastrophic events is controlled by the Incident Commander.
- E. During major incidents, natural disasters, and other catastrophic events, the Communications Director or designated Officer shall ~~The Public Relations Specialist will~~ establish a news media staging area outside of the perimeter of the event and ~~will~~ shall be responsible for obtaining information from the Incident Commander and providing updates to the members of the news media.

IX. **Juveniles**

- ~~A.~~ Arrest reports, motor vehicle collision reports, and other information regarding the identity of persons under the age of seventeen (17) may ~~not~~ be released to the media, public agencies, or other ~~un~~authorized persons in accordance with the Georgia Open Records Act. ~~except collision reports which include juveniles may be released.~~
- ~~B.~~ ~~Information regarding juveniles may be released to the following upon showing of proper identification:~~
- ~~1.~~ ~~The juvenile, parents or guardian, and juvenile's attorney, if ordered by Juvenile Court~~

RESTRICTED LAW ENFORCEMENT DATA

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- ~~2. The District Attorney's office~~
- ~~3. Law enforcement agency where the juvenile resides~~
- ~~4. Juvenile Court, probation, or other agencies, as set forth in O.C.G.A. 15-11-82 and 15-11-83~~

X. **Incidents Involving Multiple Agencies**

When incidents involve more than one agency, the ranking ~~Police~~ Officer shall confer with officials from the other agency(s) to determine who will be responsible for releasing or coordinating the release of information to the news media. This will usually be the agency having primary jurisdiction over the incident.

XI. **Responsibilities for the Release of Information**

~~A. The Public Relations Specialist shall be appointed by the Chief of Police.~~

~~A.B.~~ The Chief of Police shall be notified as soon as possible regarding ongoing criminal investigations that may prompt inquiries from the news media.

~~B.C.~~ Only the Chief of Police or his / her designee are authorized to call press conferences, **issue press releases, or post information to the Department's social media accounts.**

XII. **Participation in Policy**

All employees are public relations ambassadors of the Department and are encouraged to bring suggestions that would enhance public awareness of Department programs and activities to the attention of the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-2.16
Subject Forms Development, Modification, and Approval			
Reference CALEA Standards – 11.4.2		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 2

I. Policy

It is the policy of the Dalton Police Department to provide a systematic method of ~~form~~ development, modification, review, and approval ~~of~~ **for** all forms utilized by the Department.

II. Development and Control

A. The Support Services Division Operations Supervisor or his / her designee shall be ~~the person vested with the responsibility of the coordination of~~ **responsible for coordinating** the creation, modification, and review of all forms used by the ~~Dalton Police~~ Department.

B.A. Creation

1. Any new form that is to be implemented by any Division shall conform to the standards set forth in this directive.
- ~~2.1.~~ The requestor ~~should~~ **shall** first determine whether a new form is actually needed or if it may be consolidated with another form in order to prevent duplication.
- ~~3.2.~~ The requested form ~~should~~ **shall** be accompanied by a statement of the form's purpose, **form's** origin, number of copies required, and completion instructions.
- ~~4.3.~~ The form ~~should~~ **shall** be submitted in electronic format.
- ~~5.4.~~ Data elements contained in the form ~~should~~ **shall** include all needed information for that particular form and ~~should~~ be spaced to allow sufficient room for entering information.
- ~~6.5.~~ The data sequence ~~should~~ **shall** be consistent with other forms used within the ~~agency~~ **Department**.

RESTRICTED LAW ENFORCEMENT DATA

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- 7.6- The format should be as simple as possible, ~~and~~ easy to read, and ~~easy to~~ understand. Terms used ~~should~~ ~~shall~~ be consistent with those used on other ~~agency~~ Department forms.
- 8.7- Storage and retrieval procedures ~~should~~ ~~shall~~ be given consideration when determining the proper size of the form. Consideration should be given to the storage location and the retention time of the form.
- 9.8- The copies intended for distribution ~~should~~ ~~shall~~ have a clear purpose for each component or section receiving the copy.

~~C.B.~~ Modification

If a current form needs to be modified, the modifications to be made ~~should~~ ~~shall~~ be notated on the form. The modifications ~~should~~ ~~shall~~ conform to the procedures outlined above.

~~D.G.~~ Review of New or Modified Forms

1. The form shall be first approved by the Supervisor and Division Commander of the ~~person~~ employee who designed the form.
2. The form shall be submitted to the Support Services Division Operations Supervisor or ~~his / her~~ designee to determine if the form conforms to ~~agency~~ Department guidelines, is consistent with the proper form design, and is not a duplicate of a form already in use.
3. If the form does not conform to acceptable standards, it ~~will~~ ~~shall~~ be returned to the originator.

~~E.D.~~ Approval

Upon final design of the form, it ~~will~~ ~~shall~~ be submitted to the Chief of Police by the Support Services Division Operations Supervisor or ~~his / her~~ designee for final approval.

III. **Numbering System**

An approved form ~~will~~ ~~shall~~ be assigned a number by the Support Services Division Operations Supervisor or ~~his / her~~ designee with each section of the ~~agency~~ Department having a separate numbering index. The form ~~will~~ ~~shall~~ not be printed until the number has been assigned.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date	Number
		October 25, 2005	GO05-2.26
Subject			
Police Field Training Officer and Mentoring Programs			
Reference		Revised	
CALEA Standards – 33.2.4, 33.4.3, 34.1.6		July 23, 2019 May 26, 2020	
Distribution		Re-evaluation Date	
All Personnel		July 2021 May 2022	
		No. Pages	
		12	

I. Policy

It is the policy of the Dalton Police Department to use the Field Training Officer (FTO) Program to train new Officers and mentoring programs to guide newly promoted and newly assigned personnel.

II. Purpose

The purpose of the FTO Program is to provide each new Officer, after attending the State of Georgia's Basic Law Enforcement Training Course, with the proper training to assist with making the transition necessary to become a productive police officer. The purpose of mentoring programs is to provide guidance and support to newly promoted Supervisors and newly assigned Investigators in order to foster effective learning of new job duties and responsibilities.

III. Definitions

- A. *Daily Observation Report (DOR)* – A report completed by the FTO at the end of each tour of duty to document daily activity, performance, and evaluation of the Trainee, as well as any instruction, guidance, or training provided to the Trainee.
- B. *Field Training Officer (FTO)* – An Officer that has successfully completed a selection process, completed a certified FTO training course, and is utilized to train, guide, mentor, and evaluate new Officers.
- C. *FTO Program Coordinator (Coordinator)* – A Supervisor with the rank of Sergeant assigned to the Patrol Division who assists the Manager with the administration of the FTO Program.
- D. *FTO Program Manager (Manager)* – A Supervisor with the rank of Lieutenant assigned to the Patrol Division who administers and oversees all aspects of the FTO Program.

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- E. *Mentoring Program* – A program designed to assist employees that are new to a position in becoming familiar with their new job duties and responsibilities by pairing them with other employees that are already experienced in that position.
- F. *Skill* – A particular function of the job performed by Officers of this Department that a Trainee is required to learn, comprehend, and experience prior to the completion of the FTO Program.
- G. *Trainee* – A new Officer that has completed the Basic Law Enforcement Training Course (BLETC) and is in the process of completing field training.

IV. Program Phases

- A. The FTO Program is divided into various phases in which the Trainee shall rotate to different FTOs and, depending on the availability and schedules of FTOs, will have the opportunity work on different Patrol shifts.
- B. Mini-Academy
 - 1. The Mini-Academy is a two (2) week familiarization period prior to being assigned to an FTO for field training.
 - 2. The Mini-Academy is designed to provide the Trainee with a working knowledge of certain basic elements of patrol work and the training program prior to being assigned to an FTO for field training.
 - 3. Training topics for Mini-Academy include, but are not limited to:
 - a. FTO Program structure, requirements, and expectations
 - b. Department policies and procedures
 - c. Forms, reports, and computer systems
 - d. De-escalation techniques
 - e. Use of force and less-lethal weapons
 - f. Traffic stops and patrol vehicle equipment orientation
 - g. Responding to domestic disputes
 - h. Defensive tactics and handcuffing skills
- C. Phase A
 - 1. This is, at a minimum, a four (4) week training period.
 - 2. The first three (3) days worked during this phase are referred to as a “limbo” period due to the Trainee not being evaluated during that time.

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3. A list of Phase A activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

D. Phase B

1. This is, at a minimum, a four (4) week training period.
2. The Trainee should be assigned to a different FTO for this phase.
3. A list of Phase B activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

E. Phase C

1. This is, at a minimum, a four (4) week training period.
2. The Trainee should be assigned to a different FTO from the previous FTOs.
3. A list of Phase C activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

F. Evaluation Phase

1. This is a two (2) week period in which the Trainee is evaluated on his / her ability to perform the job skills of a solo police officer.
2. If scheduling permits, the FTO that conducted the Phase A training shall also be assigned to the Evaluation Phase.

G. Remedial Training

1. If it is determined that the Trainee is experiencing difficulties in a particular phase, and it would not be advantageous for him / her to continue the phase or advance to the next phase of the program, the FTO Program Manager may make assignments for the Trainee to complete remedial training within the current phase or to repeat previous phases.
2. Additional skills, activities, or training may be assigned in order to address the identified deficiencies.
3. A Trainee that has been afforded the opportunity to complete remedial training but has failed to positively respond to the training may be recommended for termination from the FTO Program by the FTO Program Manager.

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H. Abbreviated FTO Program

The Department does not allow for an abbreviated FTO Program.

I. Solo Police Officer Status

1. Following successful completion of the training and learning experience, the Trainee is transferred to Solo Police Officer status and assigned to a Patrol shift by the Patrol Division Commander.
2. Solo Police Officers shall remain on probationary status until the completion of one year of service with the Department and the approval of the Chief of Police.
3. Quarterly performance reports shall be completed on all probationary employees by their current Supervisor as outlined in policy GO05-3.17, Performance Evaluations.

V. Duties and Responsibilities

A. Trainee

1. Trainees must accept responsibility for their own learning as it applies to the job of policing.
2. Trainees must learn how to utilize the many resources available to them inside and outside the Department.
3. Trainees must take initiative in the learning process. The FTO Program Manager and FTOs should understand that mistakes will occur from time to time in any training program. It is the FTOs' responsibility to help Trainees correct mistakes through the process of failing forward (learning from mistakes).
4. Trainees shall complete all required forms, reports, and activities throughout the FTO Program.
5. Trainees shall participate in self-evaluation and journaling. Honest self-evaluation will assist both the Trainee and the FTO during the training process. Self-evaluation will also ensure that learning transfers from theory to practice. This process is vital to the Trainee's development.

B. Field Training Officer (FTO)

1. In order for an Officer to be considered for assignment as an FTO, the Officer must meet the following minimum requirements:
 - a. Be a certified Georgia peace officer with a minimum of thirty (30) months experience (36 months is preferred), including one (1) year with the Department.

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- b. No disciplinary action greater than a written reprimand received in the past eighteen (18) months
 - c. Meets standards for job performance
- 2. The duties of an FTO include, but are not limited to, the following:
 - a. Serve as the Trainee's first-line supervisor, which includes monitoring of the Trainee's actions and ensuring conformance to Department policy and procedures.
 - b. Record daily observations and complete daily performance evaluations.
 - c. Teach the Trainee how to perform the numerous duties and tasks required of a patrol officer by using various teaching methods, including explanation, demonstration, scenario-based learning, quizzing, and testing.
 - d. Ensure all activities assigned to each phase are completed and documented prior to the conclusion of the phase.
 - e. Administer the program's written tests and verbal quizzes to measure the Trainee's strengths and weaknesses.
 - f. Communicate with the FTO Program Coordinator, Program Manager, and other FTOs regarding the Trainee's progress, strengths, and weaknesses.
 - g. Assist other FTO / Trainee units with teaching and program activities, such as scenario-based learning.

C. FTO Program Coordinator (Coordinator)

- 1. The Coordinator should be a certified Field Training Officer. It is acceptable to appoint a Coordinator who is not certified, provided he / she attends FTO certification training as soon as practical.
- 2. The duties of the Coordinator include, but are not limited to, the following:
 - a. Review and evaluate all forms and reports completed by FTOs, Trainees, and Supervisors.
 - b. Complete End of Phase and End of Program reports with recommendations on the Trainee's progression through the program and on remedial training.
 - c. Take an active role in Mini-Academy training and other scenario-based learning activities throughout the program.

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- d. Communicate with Trainees, FTOs, Supervisors, and the Manager regarding performance issues, scheduling conflicts, remedial training, and any other issues that have been identified.
- e. Mentor FTOs on the best practices for teaching Trainees, managing conflicts, and completing program activities.
- f. Take an active role in presenting in-service training for certified FTOs.

D. FTO Program Manager (Manager)

- 1. The Manager should be a certified Field Training Officer. It is acceptable to appoint a Manager who is not certified, provided he / she attends FTO certification training as soon as practical.
- 2. The duties of the Manager include, but are not limited to, the following:
 - a. Review and evaluate all forms and reports completed by FTOs, Trainees, and Supervisors.
 - b. In the absence of the Coordinator, complete End of Phase and End of Program reports with recommendations on the Trainee's progression through the program and on remedial training.
 - c. Schedule and oversee Mini-Academy training
 - d. Schedule assignments of FTOs with Trainees, and modify assignments as needed. If there are unexpected circumstances where a certified FTO is unavailable to train, such as sick leave, the Trainee may be assigned to a non-FTO Officer for a limited period of time. An assignment to a non-FTO Officer shall not exceed one (1) week.
 - e. Keep the Patrol Division Commander informed of any unusual problems or situations related to the FTO / Trainee unit and the Trainee's overall performance in the program.
 - f. Schedule and conduct in-service training for certified FTOs. This shall consist of an 8-hour training session two (2) times per year.
 - g. Ensure the maintenance and proper storage of all documentation and records related to all aspects of the FTO Program for each Trainee.

VI. FTO Program Software

- A. The Department utilizes an internet-based software company to manage all aspects of the FTO Program.

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- B. All reports and forms required for the FTO Program are completed, submitted, and stored electronically within the software.
- C. Each Trainee, FTO, Coordinator, and Manager shall have their own username and password to access their own profile within the software.
- D. The software is customized to meet the needs of the FTO Program, which includes all forms, reports, skills, activities, tests, performance categories, and other training requirements.

VII. Forms and Reports

- A. Daily Observation Report (DOR)
 - 1. A DOR is completed by an FTO for each of the Trainee's tours of duty while assigned to the FTO Program.
 - 2. The DOR is comprised of the Activities, Performance, and Summary sections and documents the Trainee's daily progress in the program.
 - 3. A numerical rating is given for each performance category that applies to the activities performed during the tour of duty.
 - 4. Once complete, the DOR is submitted through the software to the Manager for review and approval.
- B. Trainee Daily Self-Evaluation / Journal
 - 1. This form is completed by the Trainee for each tour of duty and documents the Trainee's perception of how well he / she performed during that tour of duty. This form is also the instrument used by the Trainee for daily journaling on the activities performed and skills learned during the shift.
 - 2. Once complete, the Daily Self-Evaluation form is submitted through the software to the Manager for review and approval.
- C. Supervisor's Weekly Evaluation
 - 1. This report is completed by a Supervisor on the shift that the FTO / Trainee unit is assigned and is used for evaluating the performance of both the FTO and the Trainee on a weekly basis.
 - 2. Once complete, the report is submitted through the software to the Manager for review and approval.
- D. End of Phase
 - 1. This report is completed by the Coordinator at the end of a phase and explains why the Trainee should proceed to the next phase of the FTO

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Program, receive additional remedial training in the current phase, or return to a previous phase.

2. Once complete, the report is submitted through the software to the Manager for review and approval.
3. If the Coordinator is unavailable, the Manager shall complete this report and have it reviewed by the Patrol Division Operations Supervisor.

E. End of Program

1. This report is completed by the Coordinator at the end of the Evaluation Phase and details why the Trainee should proceed to Solo Police Officer Status, return to a previous phase for remedial training, or be terminated from the FTO Program.
2. Once complete, the report is submitted through the software to the Patrol Division Commander for review and approval.
3. If the Coordinator is unavailable, the Manager shall complete this report and have it reviewed by the Patrol Division Operations Supervisor.

F. Trainer Critique

1. This form is completed by the Trainee following each phase of training and is an opportunity for the Trainee to rate how well the FTO taught the various skills, administered the phase's activities, and assisted the Trainee with his / her performance issues.
2. Once complete, the form is submitted through the software to the Manager for review.

G. Program Critique

1. This form is completed by the Trainee following successful completion of the FTO Program and is an opportunity for the Trainee to critique the overall effectiveness of the training provided during the program.
2. Once complete, the form is submitted through the software to the Patrol Division Commander for review.

H. Complete FTO Program Records

1. At the conclusion of the FTO Program for each Trainee, the Manager shall ensure that all required documentation has been completed and submitted.
2. All documentation for each Trainee shall be compiled into one document and scanned in to the Department's Records Management System.

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VIII. **FTO Selection Process**

- A. The process for selection of FTOs is as follows:
 - 1. A memorandum shall be sent out by the Chief of Police or his / her designee listing the qualifications for becoming an FTO.
 - 2. Each Officer interested in the assignment shall submit a memorandum detailing his / her qualifications and interest.
 - 3. Each memorandum shall also include a written recommendation from a District Commander or Division Operations Supervisor.
 - 4. All qualified applicants shall appear before an interview panel with the Manager being one of the members.
 - 5. All documentation shall be forwarded to the Patrol Division Commander for final approval of each FTO candidate.
- B. Once selected, each FTO shall:
 - 1. Complete the State of Georgia's forty (40) hour FTO certification course
 - 2. Attend annual FTO in-service training
 - 3. Have a quarterly evaluation completed by the Manager and Coordinator that focuses on the FTO's performance in teaching, mentoring, and involvement in the FTO Program. Once complete, the evaluation form shall be entered into Guardian Tracking.

IX. **Supervisor Mentoring Program**

- A. The primary objective of the Supervisor Mentoring Program is to provide each newly promoted Supervisor with instruction on new job duties and guidance in transitioning to the new role and responsibilities.
- B. Upon promotion, the new Supervisor shall begin the mentoring program.
 - 1. The newly promoted Supervisor's Division Commander or his / her designee shall serve as the Manager for the mentoring program.
 - 2. The program consists of thirty (30) tours of duty in which the newly promoted Supervisor works with the assigned mentor. A Lieutenant shall be assigned as the mentor for a new Sergeant, and a Division Commander shall be assigned as the mentor for a new Lieutenant.
 - 3. The mentoring program may be extended if additional guidance or training is required for the new Supervisor to effectively perform his / her job duties.

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4. The same software used for the FTO Program is used for the Supervisor Mentoring Program. The mentor shall be responsible for completing all required documentation and training activities outlined in the software.
 - a. A DOR shall be completed by the mentor for each of the new Supervisor's evaluated tours of duty. The DOR for this program is designed in the same manner as those in the FTO Program and is forwarded through the software to the Manager for review and approval.
 - b. The program also utilizes the Daily Self-Evaluation / Journal form, End of Phase report, End of Program report, Critique of Mentor form, and Critique of Program form. All reports and forms are forwarded through the software to the Manager for review and approval.
 - c. At the conclusion of the mentoring program for each new Supervisor, the Manager shall ensure that all required documentation has been completed and submitted. All documentation shall be compiled into one document and scanned in to the Department's RMS.
- C. Areas in which new Supervisors shall receive mentoring and guidance include, but are not limited to:
 1. Job description, duties, and responsibilities of the position
 2. Critical policies pertaining to the new assignment
 3. Performance evaluations and counseling of personnel
 4. Department's performance evaluation software and reports
- D. Completion of Program
 1. Upon completion of the mentoring program, the new Supervisor shall remain on probationary status until the completion of one year in the rank.
 2. Quarterly performance reports shall be completed on all probationary employees by their current Supervisor as outlined in policy GO05-3.17, Performance Evaluations.

X. Investigator Mentoring Program

- A. The primary objective of the Investigator Mentoring Program is to provide each newly assigned Investigator with proper training and guidance that will assist him / her to make the transition necessary to become a productive Investigator. The four basic goals of the program are to transfer and apply classroom learning to the real problems and situations found in the community; to provide the Investigator

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an opportunity to become familiar with the working environment; to provide role models for the Investigator; and to provide guidance, monitoring, and evaluation.

- B. Upon assignment to the Criminal Investigations Division (CID), the Investigator shall begin the mentoring program.
1. The CID Division Operations Supervisor shall serve as the Manager for the mentoring program and shall make the necessary assignments for new Investigators.
 2. The program consists of three (3) phases, two (2) weeks each, and a one (1) week evaluation period. The new Investigator shall rotate to a different senior Investigator each phase who shall serve as a mentor and provide guidance on how to perform new job duties.
 3. If it is determined that a new Investigator is experiencing difficulties in a particular phase, and it would not be advantageous for him / her to continue the phase or advance to the next phase of the program, the Manager may make assignments for the new Investigator to complete remedial or additional activities within the current phase or to repeat previous phases.
 4. A new Investigator that is unable to satisfactorily perform the requirements of the mentoring program and does not respond in a positive manner to remedial training may be returned to his / her prior job assignment.
 5. The same software used for the FTO Program is used for the Investigator Mentoring Program. The mentor shall be responsible for completing all required documentation and training activities outlined in the software.
 - a. A DOR shall be completed by the mentoring Investigator for each of the new Investigator's tours of duty while assigned to the program. The DOR for this program is designed in the same manner as those in the FTO Program and is forwarded through the software to the Manager for review and approval.
 - b. The program also utilizes the Daily Self-Evaluation / Journal form, End of Phase report, End of Program report, Critique of Mentor form, and Critique of Program form. All reports and forms are forwarded through the software to the Manager for review and approval.
 - c. At the conclusion of the mentoring program for each new Investigator, the Manager shall ensure that all required documentation has been completed and submitted. All documentation shall be compiled into one document and scanned in to the Department's RMS.
- C. Areas in which new Investigators shall receive mentoring and guidance include, but are not limited to:

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1. Conducting interviews and interrogations
2. Obtaining search and arrest warrants
3. Evidence collection methods and procedures regarding latent prints, footprints, blood, fibers and fabrics, weapons, hair, paint, glass, tool marks, and materials from a known source for comparison purposes
4. Chain of evidence and preservation of evidence
5. Sketching, photography, and other methods of recording crime scenes
6. Accessing software, programs, and databases for investigative purposes
7. Reports and case files

D. Solo Investigator Status

1. Following successful completion of the mentoring program, the new Investigator is transferred to Solo Investigator status and given an assignment by the CID Division Commander.
2. Solo Investigators shall remain on probationary status until the completion of one year in the assignment.
3. Quarterly performance reports shall be completed on all probationary employees by their current Supervisor as outlined in policy GO05-3.17, Performance Evaluations.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date February 1, 1999	Number GO98-3.14
Subject Employee Timekeeping, Compensation, and Benefits			
Reference CALEA Standards – 22.1.1, 22.1.2, 22.1.9		Revised February 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date February 2020 May 2022	No. Pages 7	

I. Policy

It is the policy of the Dalton Police Department to accurately record the attendance of each member in accordance with state and federal law and to provide employees with compensation and benefits in accordance with City of Dalton guidelines.

II. Timekeeping Procedure

A. Employee Responsibilities

- ~~Punch~~ Clock in at the beginning of each workday, and ~~punch~~ clock out at the end of the workday.
- ~~Punch~~ Clock in no ~~more than fifteen (15) minutes~~ earlier than the established time before the scheduled work time, and clock out no ~~more than fifteen (15) minutes~~ later than the established time after the scheduled end of duty, except in approved overtime situations.
- Report any time worked during unpaid meal breaks that is automatically deducted by the timekeeping system.
- Report any additional time worked and any missed punches clock in or clock out to the Supervisor on the Payroll Time Adjustment Sheet/Leave Request Form (ADM PTA 980011 R0726) as soon as possible.

B. Supervisor Responsibilities

- Ensure that all employees ~~punch~~ clock in and out.
- Make any corrections or changes that are brought to their attention by employees.
- Ensure the accurate, timely entry of vacation, sick time, training, or other exceptions to the normal schedule.

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4. Review ~~weekly time reports~~ the online timekeeping system software to ensure accuracy and ~~make any corrections needed~~ ensure any needed corrections are made.
5. ~~Ensure all changes and modifications to the automated time system are entered prior to 12:00 pm on the Monday immediately following the end of the pay period or the next working day after a holiday.~~ Ensure all required time adjustment sheets are submitted prior to the end of the pay period.

C. Special Instructions

1. If ~~the~~ an employee has a position that requires an eight (8) hour work day, meal breaks will not be automatically deducted if an employee has less than eight (8) hours on the clock. If an employee leaves early (sick, vacation, etc.) and has taken a meal break during that day, this time must be manually deducted from the clock. Additionally, the hours for sick time, etc. taken must be manually added to the timekeeping software so the employee will have eight (8) hours on the clock.
2. Any missing days on the ~~report~~ timekeeping software must be checked to determine if an employee had a day off, sick leave, vacation, etc. If an employee is to be paid for that day, an entry must be made in the timekeeping software.
3. Employees ~~should~~ shall not clock in early if they are not actually working. If more time is indicated for one day than the employee actually worked, the extra time ~~must~~ shall be manually deducted in the timekeeping software.
4. If only one person enters time for a section or division, that person ~~should~~ shall have another employee enter the time into the timekeeping software in his / her absence, including his / her own time.
5. ~~Employees may take leave (sick and vacation) in increments of fifteen (15) minutes or more.~~
- 5.6. Time spent for training, both onsite and offsite, ~~should~~ shall be recorded as the actual time spent in training minus any meal breaks. Only the hours spent in training ~~should~~ shall be recorded, not the time that would have been spent ~~while~~ if employees ~~are~~ were on their regular assignment. Training hours ~~should~~ shall be reported to the employee's Supervisor on the Payroll Time Adjustment Sheet/Leave Request Form as soon as possible.
- 6.7. Employees who utilize leave under the Family Medical Leave Act (FMLA), as outlined in the City of Dalton Employee Handbook, must use all accumulated sick and vacation time within the allotted FMLA leave period.
8. ~~Employees may only earn sick and vacation time as outlined in the employee handbook.~~

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- 7.9- Employees who attend court during non-scheduled work time ~~will~~ shall be compensated as if they were on duty. Employees ~~will~~ shall receive a minimum of one (1) hour's of pay for each court appearance. The one (1) hour, and any time beyond the first hour, ~~will~~ shall be compensated as time worked. Employees ~~should~~ shall complete a Payroll Time Adjustment Sheet/Leave Request Form for ~~each court appearances during~~ non-scheduled work time ~~court appearance~~.

III. Compensation

The City of Dalton Human Resources ~~Department~~ Office maintains a salary schedule that establishes pay grades and increases within each grade. Each job class is assigned a pay grade consistent with the duties and responsibilities of the class. Each position within the ~~agency~~ Department has its own job code.

A. Entry-Level salary for the ~~agency~~ Department

The City of Dalton's salary schedule includes a minimum and maximum rate of pay for positions within the schedule. All newly hired employees ~~will~~ shall be eligible, based upon available Department budget, to start at or above the minimum pay for ~~his/her~~ their position, as determined by the Chief of Police.

B. Salary differential within ranks

The City of Dalton's salary schedule includes a minimum and maximum rate of pay for positions within the schedule. An ~~new~~ employee that is promoted to a new rank shall be paid at or above the minimum rate of pay for the position, as determined by the Chief of Police.

C. Salary differential between ranks

Salary differential between ranks is based upon the City of Dalton's salary schedule. Each position within the salary schedule is designated a certain pay grade and employees shall remain at that particular grade until they change positions. Each grade carries a difference in salary: the higher the grade, the higher the salary.

D. Compensatory Time / Overtime

Compensatory time is not authorized by the ~~Dalton Police~~ Department. For all non-exempt employees, any hours worked over a forty (40) hour per week period for ~~civilian~~ non-sworn employees and any hours worked over an eighty (80) hour per two week period for sworn employees shall be paid at the rate of one and one-half times their normal hourly rate.

E. Salary Augmentation

The ~~Dalton Police~~ Department provides the following salary augmentations, based on available funding:

1. A newly hired employee with a baccalaureate degree from an accredited

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university ~~should~~ shall receive a salary increase, determined by the City of Dalton's salary schedule, after one (1) year of employment.

2. If an Officer obtains a baccalaureate degree from an accredited university prior to obtaining the designation of Police Officer First Class, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.
3. When an Officer who does not have a college degree obtains the designation of Police Officer First Class, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.
4. When an Officer obtains the designation of Master Police Officer, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.
- ~~5. When a civilian employee who does not have a college degree or has a two-year degree obtains the designation of Administrative Specialist 2 he/she should receive a salary increase determined by the City of Dalton's salary schedule.~~
- ~~6. When a civilian employee obtains the designation of Administrative Specialist 3 he/she should receive a salary increase determined by the City of Dalton's salary schedule.~~
- 5.7. When a ~~civilian~~ non-sworn employee is awarded a college degree at an associate's level or higher from an accredited university, he / she ~~should~~ shall receive a salary increase determined by the City of Dalton's salary schedule.

IV. Benefits

- A. Employees may earn sick and vacation time at a rate outlined by the Employee Handbook. Employees may take sick and vacation leave in increments of fifteen (15) minutes. Accrual limits for sick and vacation time are outlined in the Employee Handbook.
- B. The number of paid holidays per year is set by the City of Dalton. Holiday leave shall be used in increments of eight (8) hours. There is no accrual of holiday time.
- C. Employees that receive a summons for jury duty shall inform their immediate Supervisor. Employees that miss work due to jury service shall continue to receive their regular pay for scheduled work hours actually missed.
- D. Employees who experience a loss of a family member, as outlined in the Employee Handbook, may be granted three (3) consecutive days off with pay. These days are the day before, the day of, and the day following the funeral. Bereavement leave is only paid for the days that the employee was scheduled to work during this time.

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- E. Employees that are active members of the military may utilize short-term military leave as outlined in the Employee Handbook. This type of paid leave is generally provided for up to 18 working days per calendar year.

~~IV.~~ **Military Leave**

~~A.~~ **Short-Term Military Leave**

~~Employees may utilize short-term military leave as outlined in the employee handbook. This type of paid leave is generally provided for up to 18 working days.~~

~~V.B.~~ **Military Deployment**

- A. Once an employee has received notice that he / she will be activated or deployed (for a period exceeding 90 days), the employee shall notify the Chief of Police through the chain of command. This notification shall be in writing, and copies of the appropriate military paperwork shall be submitted as well.

~~B.1.~~ Employee Point of Contact

1. The employee's Division Commander or ~~their~~ his / her designee shall serve as the Department's point of contact (POC) for ~~deployed the~~ employees.
2. The employee shall provide the POC with some form of contact information, ~~to include~~ing an email address or phone number. The POC is responsible for maintaining periodic contact with the employee during the deployment.

~~C.2.~~ Employee Out-Processing

1. The POC shall be responsible for out-processing.
- 2.~~a.~~ The employee shall meet with the ~~Administrative Assistant for the~~ Chief of Police's ~~Administrative Assistant~~ in order to complete all documentation applicable to benefits while deployed.
- 3.~~b.~~ The employee shall be required to turn in designated issued equipment items to the Property and Evidence Section where they will be stored and / or re-issued while the employee is deployed.
- 4.~~c.~~ Once all out-processing tasks have been completed, an exit interview ~~will~~ ~~shall~~ be conducted by the Chief of Police or ~~their~~ his / her designee.

~~D.3.~~ Reintegration

1. The POC shall be responsible for the reintegration process.
- 2.~~a.~~ Once an employee becomes aware of ~~their~~ his / her return date to the Department, ~~they~~ he / she shall notify the POC.

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- 3.~~b.~~ At the earliest opportunity, an in-processing interview ~~will~~ shall be conducted by the Chief of Police or ~~their~~ his / her designee prior to the employee returning to duty.
- 4.~~c.~~ The POC shall make arrangements with the Department's Training ~~Officer~~ Coordinator for the employee to receive any necessary training prior to returning to duty.
- 5.~~d.~~ If applicable, the POC shall process any needed waivers through the Georgia Peace Officer Standards and Training Council (POST).
- 6.~~e.~~ The POC shall ensure that the employee is re-issued all necessary equipment from the Property and Evidence Section.
- 7.~~f.~~ The employee ~~will~~ shall meet with the Accreditation Manager to ensure all Departmental policies ~~that were~~ revised or issued while the employee was deployed are received and acknowledged.
- 8.~~g.~~ The employee ~~will~~ shall complete a two (2) week reintegration period with a ~~Police~~ Field Training Officer (~~PTO~~) or mentor. Once this phase is successfully completed, the employee ~~will~~ shall be returned to full duty.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM

EMPLOYEE: _____

Date(s)	Type of Leave/ Adjustment	Total Add	Hours Deduct	Time IN	Time OUT	Reason	Is this time recorded on clock (Y/N)

TYPES OF LEAVE/ADJUSTMENT

Regular	Vacation	Sick	Holiday	Military	Jury
Missed Punch	Lunch	Training	Court	Grant OT Special Event	Other

DATE REQUESTED: _____

Employee Signature

Supervisor Signature

Date

APPROVED: _____

DENIED: _____

ENTERED BY: _____

DATE: _____

ADM PTA 980011 R0726

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The Dalton Police Department PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM should be filled out in the following manner:

1. Employee's name should be written at the top of the form.
2. Date(s) for each leave/adjustment should be in the first column.
3. Type(s) of leave/adjustment(s) should be in the next column.
4. Total hours to be added to or deducted from the employee's time should be in the next column. If employee worked less than 8 hours, indicate a lunch deduction if lunch was taken.
5. If employee missed a punch, the Time IN or Time OUT should be written in the column indicated.
6. The reason(s) for the leave/adjustment(s) should be listed.
7. If the time worked is recorded on the clock, mark Y. If the requested time has not been recorded, mark N.
8. The form must be signed and dated by the employee requesting the adjustment.
9. The form must be approved or denied, signed, and dated by a Supervisor.
10. The form must be signed and dated by the employee entering the time.

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DALTON POLICE DEPARTMENT

		Effective Date June 28, 2011	Number GO11-3.18
Subject Grievance Procedures			
Reference CALEA Standards – 22.4.1, 22.4.2, 22.4.3, 26.1.6		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 3

I. Policy

It is the policy of the Dalton Police Department to provide all employees with a definitive method by which they may assert grievances.

II. Definition

Grievance – An issue raised by a Department member concerning a perceived inaccurate or inconsistent application of Department policies and procedures, personnel practices, or work conditions.

III. Purpose

A carefully designed grievance process provides members an opportunity to voice their concerns on personnel and policy matters when there is a disagreement and can help to increase morale, identify problems within the organization, and increase the positive perception members have of the organization.

IV. Procedure

A. Grievance

1. It is recommended, though not required, that employees initially attempt to resolve issues of concern regarding job-related grievances by contacting ~~his/her~~ **their** immediate Supervisor in the chain of command.
2. If a solution cannot be reached in an informal manner, or if the employee wishes not to discuss the matter with the Supervisor, the employee may complete and submit a ~~Dalton Police Department~~ Grievance Form.
 - a. The form ~~should~~ **shall** contain specific information concerning the grievance.
 - b. If applicable, dates, names of persons involved, and witnesses ~~should~~ **shall** be included.

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- c. The form should also include any remedy or adjustments sought. It shall be directed through the chain of command to the **employee's** Division Commander.

3. Grievance Forms shall be submitted within ten (10) calendar days of either the occurrence or of the member becoming aware of an issue of concern.
4. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the front page.
5. Within twenty (20) calendar days of the Grievance Form reaching the Division Commander, he / she shall meet with the employee and discuss the findings. The Division Commander's findings shall also be noted on the Grievance Form.
6. At the conclusion of the meeting with the Division Commander, the employee shall sign and date the Grievance Form. He / she shall also indicate on the form if he / she wishes to appeal the Division Commander's decision.

B. Appeal Process

1. If the employee indicates that he / she wishes to appeal the Division Commander's decision, the Division Commander shall forward the appeal through the chain of command to the Chief of Police. The back of the Grievance Form shall be used during the appeal process.
2. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the back page.
3. Within twenty (20) calendar days of the Grievance Form reaching the Chief of Police, he / she shall meet with the employee and discuss the findings with him / her. The Chief of Police's findings shall also be noted on the back of the Grievance Form.
4. At the conclusion of the meeting with the Chief of Police, the employee shall sign and date the back of the Grievance Form.
5. The findings of the Chief of Police may be appealed through the process outlined in the City of Dalton Employee Handbook.

C. Employee Representation

Nothing contained in this policy shall prohibit a member from seeking assistance or representation in the grievance process.

D. Maintenance and Control of Grievance Records

~~Each~~ All formal grievance **documentation** shall be coordinated by the Division Commander that received the grievance. When completed, the Grievance Form

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and any supporting documentation shall be forwarded to the Chief of Police and maintained in a secure location.

E. Annual Analysis

The Assistant Chief of Police shall conduct an annual analysis of all formal grievances, as well as supporting policies and practices within the ~~agency~~ Department. A report of the completed analysis shall be submitted to and reviewed by the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-4.8
Subject Preliminary Investigations			
Reference CALEA Standards – 42.1.4, 42.2.1		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 4-5

I. Policy

It is the policy of the Dalton Police Department that Officers perform a thorough preliminary investigation of all ~~dispatched and self-initiated~~ incidents, **both dispatched and self-initiated**, and alleged crimes in a manner that ensures the proper gathering of facts and information relevant to the incident; the protection and integrity of the crime scene; attention to the medical and emotional needs of the victims of crime; identification of witnesses and suspects; and adequate and thorough documentation of required reports to ensure a successful prosecution and disposition of the case.

II. Definition

Preliminary Investigation – The activities that begin when an Officer is dispatched or assigned to proceed to a crime or becomes engaged in a self-initiated police activity and leading up to a determination by responding Officer(s) that no further action is necessary, an arrest(s) by the responding Officer(s) is made, or ~~the officer(s)~~ **a** Supervisor determines the investigation should be forwarded to the Criminal Investigations Division (CID). A preliminary investigation is a fact-finding process which must be carried out thoroughly and accurately. The nature of the incident or alleged crime will determine the extent of the preliminary investigation and the Officer's responsibilities.

III. Preliminary Investigations by Patrol Officer

- A. Patrol Officers are responsible for conducting preliminary investigations for the majority of cases reported to the Department and for most self-initiated police activity.
- B. The responding Officer is responsible for conducting a thorough preliminary investigation and proper protection, ~~or~~ documentation, and collection of all evidence, statements, and interviews unless he or she is properly relieved. The Officer may be relieved by ~~a superior~~ **another** Officer or Investigator upon their acceptance of responsibility for the incident or scene.
- C. Officers ~~should~~ **shall**, at a minimum:
 1. Make the scene safe.

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2. Make a determination **and call for** ~~whether~~ medical assistance ~~is needed~~ ~~and call for assistance~~ if needed, and ~~or~~ provide care while waiting for medical personnel, **if possible**.
 3. Observe all conditions **and** events, and record the remarks made by anyone ~~on~~ **at** the scene.
 4. If possible, identify **and locate** all persons involved in the case or incident, ~~and locate~~ including complainants, victims, witnesses, and suspects.
 5. Maintain and protect the crime scene, and arrange for the collection of evidence or process the scene themselves.
 6. Interview the complainants, victims, witnesses, and suspects. Officers ~~should~~ **shall** follow the guidelines in directive GO98-4.4, Conducting Interviews and Interrogations.
 7. Inform victims **and / or** witnesses of the case number, if known, and **explain** the subsequent steps in the processing of the case. ~~and~~ Advise the victims **and / or** witnesses to contact the Officer / Investigator if they discover new information or details ~~and or~~ if the suspect or anyone else threatens or otherwise intimidates ~~him or her~~ **them**.
 8. Provide a telephone number that the victims **and / or** witnesses may call to report additional information about the case or to receive information about the case.
 9. When applicable, provide each victim **and / or** witness of a crime with a Crime Victim's Bill of Rights notification. Provide victims **and / or** witnesses with information pertaining to counseling, medical attention, victim advocacy, or other measures that are applicable for the situation.
 10. Complete an incident report detailing the findings of the Officer, including the evidence that was collected, interviews obtained, suspects identified, and future steps that will be taken in the case.
 - ~~11. When applicable, Officers should complete a Dalton PD Investigative Checklist (DET DPDIC 120810) while working on their investigation.~~
 - ~~11.~~**12.** Complete all supplemental reports on actions taken after the initial incident report has been completed.
 - ~~12.~~**13.** Keep his or her Supervisor updated on the status of the investigation.
- D.B.** In an unusually serious or complex situation, immediate action by the Criminal Investigations Division (CID) **personnel** may be warranted. CID shall be notified of any case that is of a serious nature, when it is apparent a lengthy follow-up investigation ~~will~~ **may** be necessary. This may include, but is not limited to, cases involving:

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1. Homicide
2. Suspicious Death
3. Suicide
4. Rape
5. Robbery
6. Kidnapping

E. The Dalton PD Investigative Checklist (DET DPDIC 120810) may be used during preliminary and / or follow-up investigations to assist with tracking all required investigative functions.

IV. **Identifying and Arresting Suspects**

- A. The arrest of a citizen is a very serious matter and should be done only after sufficient facts are gathered to establish probable cause for an arrest and those facts are supported by reasonable independent investigation. ~~when the suspect is not arrested by the officer immediately following offense(s) committed in the presence of an officer.~~
- B. Identification of suspects for the purpose of arrest shall be conducted using the guidelines established in directive GO91-7.10, Lineups and Pretrial Identifications.
- C. A prudent Officer will err on the side of caution when making an arrest for an offense not committed in his or her presence.
- D. Before making an arrest or obtaining a warrant, the Officer ~~should~~ shall consider the following factors:
1. The need to protect the victim(s)
 2. The nature of the crime committed
 3. The time and place of occurrence
 4. The lapse of time between the crime and the arrival of the ~~police~~ Officer(s) on the scene
 5. Whether the offender is known to the Officer or a good description of the offender is available
 6. What information was used to identify the suspect (witness statements, video, lineup, show-up, social media, photos on Department or ~~outside agency~~ other electronic files, etc.)

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7. Are those forms of identification acceptable for probable cause
 8. ~~Have we properly identified the suspect~~ Has the suspect been properly identified
 9. Is there enough information to obtain a warrant
 10. Has contact been made or an interview attempted with the suspect(s) in the case
 11. Are there any other steps that can be taken to strengthen the case
- E. The Officer ~~should~~ shall discuss the facts and other information with a Supervisor, if possible, and evaluate the decision to make an arrest in cases where an offense was not committed in the presence or immediate knowledge of an Officer.

V. **Supervisor Responsibilities**

- A. Go to the crime scene on incidents involving death, rape, serious bodily injury, major property loss, or upon request.
- B. Ensure that the responding Officer has adequate resources to effectively protect the crime scene, interview witnesses, canvass neighborhoods, etc.
- C. Confer with and provide guidance to the Officer(s) during the preliminary investigation.
- D. Request investigative assistance from CID, if deemed necessary.
- E. Review the Officer's actions and all reports, supplemental reports, and documents related to the preliminary investigation to evaluate the need for further action and accuracy of reports.
- F. The Supervisor is responsible for determining if the preliminary investigation is complete, needs further attention by the Officer, or should be referred to ~~the Criminal Investigation Division~~ CID.

VI. **Follow-up Investigations by Patrol Officers**

- A. Patrol Officers may be assigned to follow up on an incident or alleged crime after an arrest has been made or after the Officer has completed the preliminary investigation and the case remains active. The successful resolution or prosecution of a case is not guaranteed at the point when a suspect is arrested.
- B. Follow-up investigations are beneficial in securing the full facts of the case and often yield further evidence and facts. The following shall serve as a guide in determining when a follow-up investigation should be turned over to ~~the Criminal Investigation Division~~ CID:

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1. ~~A.~~ When the follow-up investigation requires prolonged contact with an outside agency.
2. ~~B.~~ When the follow-up may pertain to an ongoing investigation in ~~the Criminal Investigation Division~~ CID.
- C. When any of the above conditions exists, the Officer ~~will~~ shall confer with his / her Supervisor prior to engaging in a follow-up investigation.
- D. Supervisors shall utilize the Case Management table within the Department's Records Management System to keep track of follow-up investigations that have been assigned to Officers. This includes assigning due dates for Officers to have completed or updated the status of assigned follow-up investigations.
- E. Officers shall conduct all assigned follow-up investigations in a timely manner, complete supplemental reports detailing their actions, and keep their Supervisor advised of the status of their assigned cases.
- F. Supervisors are responsible for updating the Case Management table when supplemental reports are submitted regarding follow-up investigations that have been assigned to Officers.
- G. Supervisors shall routinely audit their Officers' assigned follow-up investigations in the Case Management table to ensure assignments and case statuses are up-to-date.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date July 26, 2011	Number GO11-4.28
Subject Juvenile Procedures			
Reference CALEA Standards – 44.1.1, 44.1.3, 44.2.1, 44.2.2, 44.2.3, 82.1.2		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 8

I. Policy

It is the policy of the Dalton Police Department to establish guidelines concerning the contact, release, intake, detention, and referral of juveniles ~~and to The Department shall~~ **also** maintain programs ~~focused on~~ **to** preventing and controlling juvenile delinquency.

II. Definitions

A. *Child / Juvenile* - Any individual who is:

1. Under the age of 18 years
2. Under the age of 17 years when alleged to have committed a delinquent act
3. Under the age of 22 years and in the care of DFCS as a result of being adjudicated dependent before reaching 18 years of age
4. Under the age of 23 years and eligible for and receiving independent living services through DFCS as a result of being adjudicated dependent before reaching 18 years of age
5. Under the age of 21 years who committed an act of delinquency before reaching the age of 17 years and who has been placed under the supervision of the court or on probation to the court for the purpose of enforcing orders of the court.

B. *Child in Need of Services* - A child adjudicated to be in need of care, guidance, counseling, structure, supervision, treatment, or rehabilitation and who is adjudicated to be:

1. Subject to compulsory school attendance and who is habitually and without good and sufficient cause truant, as such term is defined in Code Section 15-11-381, from school

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2. Habitually disobedient of the reasonable and lawful commands of his or her parent, guardian, or legal custodian and is ungovernable or places himself or herself or others in unsafe circumstances
 3. A runaway, as such term is defined in Code Section 15-11-381
 4. A child who has committed an offense applicable only to a child
 5. A child who wanders or loiters about the streets of any city or in or about any highway or any public place between the hours of 12:00 midnight and 5:00 A.M.
 6. A child who disobeys the terms of supervision contained in a court order which has been directed to such child who has been adjudicated a child in need of services
 7. A child who patronizes any bar where alcoholic beverages are being sold, unaccompanied by his or her parent, guardian, or legal custodian, or who possesses alcoholic beverages
 8. A child who has committed a delinquent act and is adjudicated to be in need of supervision but not in need of treatment or rehabilitation
- C. *Delinquent Act* - Violation of federal, state law, or local ordinance, however, this does not include traffic offenses or status offenses
- D. *Juvenile Court Intake Officer* - The individual designated by Juvenile Court to determine whether any child taken into custody should be released or detained and, if detained, the appropriate place of detention.
- E. *Runaway* - A child who without just cause and without the consent of his or her parent, guardian, or legal custodian is absent from his or her home or place of abode for at least 24 hours (O.C.G.A. 15-11-381).
- F. *Status Offender* - A juvenile who is charged with an offense that would not be a crime if committed by an adult (O.C.G.A. 15-11-381).
- G. All other terms and definitions relating to juvenile operations are found in O.C.G.A. 15-11-2. Officers should refer to this code whenever a question arises concerning juveniles that are not covered in this policy.

III. **Purpose**

- A. Through participation in area juvenile-focused organizations programs, including the School Resource Officer program and the Police Explorer program, the Dalton Police Department is committed to the development and perpetuation of programs designed to prevent and control delinquency. All agency Department divisions and personnel share in the responsibility of participating in and / or supporting juvenile operations and programs.

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- B. In conjunction with Departmental crime analysis efforts, special details and / or operations ~~will~~ shall continually be developed and implemented to address actual or perceived increases in juvenile delinquency.
- C. An annual review and written evaluation of all juvenile delinquency enforcement and prevention programs ~~relating to juveniles~~ participated in by the Department shall be completed by the Patrol Division Commander or his / her designee.
- D. The ~~agency~~ Department encourages review and comment by other elements of the juvenile justice system in the development of the ~~agency's~~ Department's policies and procedures relating to juveniles.

IV. Juvenile Investigations

- A. It shall be the responsibility of all sworn personnel to investigate juvenile crime or complaints, to protect the welfare of any child, and to assist in the prosecution of offenders.
- B. All Officers ~~of the Dalton Police Department~~ shall be responsible for ~~doing~~ conducting preliminary and follow-up investigations ~~which~~ that involve juveniles as victims and / or suspects.
- C. ~~A~~ Supervisors ~~will~~ shall assist all personnel in juvenile investigations when requested to do so.
- D. Employees of the Whitfield County Juvenile Court and the ~~on-call~~ Intake Officer ~~on-call~~ are available to assist personnel with juvenile matters when needed.
- E. The investigation of juvenile crimes shall be ~~done~~ conducted in compliance with O.C.G.A Title 15 Chapter 11: Juvenile Proceedings. All Officers ~~with this Department~~ shall receive training on and be familiar with this Code ~~Section~~ Chapter.

V. Procedures

- A. Enforcement Alternatives
 - 1. Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions.
 - 2. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.
 - 3. Alternatives that may be considered and employed include:
 - a. ~~1.~~ Outright release to a parent, legal guardian, or other responsible adult with no further action
 - b. ~~2.~~ Informal counseling, advising the juvenile of the consequences of ~~their~~ his / her actions

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- c.3- ~~Informal~~ Referral to community services
- d.4- Referral to ~~parents or a responsible adult~~ another agency or service for potential diversion alternatives
- e.5- Informal counseling of parents, legal guardian, or a responsible adult
- f.6- Issuance of a citation
- g.7- Arrest and referral to Juvenile Court

B. Enforcement Criteria

1. The following general guidelines may be used in determining the appropriate enforcement or crime deterrent action to take after the Officer has determined ~~if~~ that the juvenile has committed a criminal offense or a noncriminal status offense.
- 2.4- Referring juveniles to their parents or community resources may be appropriate following release or informal counseling by the Officer. Such action may be taken in incidents where property damage or personal injury is not involved, but intervention is necessary to avoid potential delinquent actions or when the juvenile has had no prior enforcement contacts.
 - a. Officers may elect to transport the juvenile home or direct him / her to return home and may make contact with the juvenile's parents or guardians to provide them with information and counseling on their child's actions.
 - b. Officers may refer the juvenile to ~~appropriate community service agencies~~ an agency or community service for potential diversion alternatives with or without follow-up.
- 3.2- Officers may issue a citation to a juvenile offender to appear at ~~intake~~ Juvenile Court in lieu of taking ~~them~~ him / her into custody, especially if the juvenile has committed a minor traffic offense or status offense.
 - a. The Officer may issue the citation to the juvenile and release ~~them~~ him / her or detain the juvenile until he / she is released to a parent or guardian if the:
 - (1)a- Incident is of a serious or potentially serious nature.
 - (2)b- Juvenile is fully aware of the seriousness or potential seriousness of his / her actions and / or is acting in alliance or collusion with others to commit such acts.
 - (3)e- Juvenile fails to cooperate or to positively respond to intervention efforts and directions.

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- (4)~~e~~. Juvenile has prior informal warnings for engaging in delinquent acts.
- b. Upon issuance of the citation, the Officer shall advise the juvenile and / or parent or guardian of the charge and the contact information for Juvenile Court so they can be advised of a date and time to appear.
- 4.3. Officers, upon approval by the on-call Intake Officer, may take ~~the~~ a juvenile into custody and file delinquency charges when ~~the act~~:

 - a. The act would be considered a felony if committed by an adult.
 - b. The act involves deadly weapons.
 - c. The act is a serious or potentially life threatening gang-related offense.
 - d. The act involves assault.
 - e. The act occurs while the juvenile is on probation, parole, or when they have charges pending against them, or the juvenile is a repeat offender.
 - f. The juvenile refuses to participate in diversion or intervention programs.
 - g. It has been determined that parental or other adult supervision is ineffective.
- 4. An Officer may also take a juvenile into custody if the juvenile is lost, seriously endangered, harmed, or is a runaway.
- 5. The following guidelines ~~will~~ shall be followed ~~for~~ when any juvenile reported as a runaway is located:

 - a. Confirm as a runaway through departmental reports, NCIC, or some other means.
 - b. A Juvenile Court Intake or Probation Officer ~~will~~ shall be contacted for further direction, such as detention or release to a responsible adult.
 - c. Take the juvenile into custody and transport to an appropriate location.
 - d. Complete an incident or supplemental report.
 - e. ~~Copy all documents concerning juvenile contact and~~ Forward all necessary documents to the appropriate juvenile Probation Officer.

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- f. ~~Delete~~ Remove the juvenile runaway from the NCIC runaway records. If the juvenile has been entered into NCIC by some other police agency, notify that agency for ~~deletion~~ removal of the entry.
 - g. Notify parents or guardian of the juvenile's status and location.
- 6. In cases of alleged child abuse, Officers ~~will~~ shall determine if immediate action is justified to protect the child and notify their Supervisor. In all cases of child abuse, ~~departmental~~ personnel shall follow the procedures outlined in ~~directive~~ GO98-7.3, Whitfield County Child Abuse Protocol.
 - 7. When the ~~child~~ juvenile is also suspected of being a deprived or endangered child, the Officer ~~will~~ shall immediately contact the Department of Family and Children Services and request their assistance.
 - 8. Officers ~~will~~ shall pay particular attention to juveniles under the influence of alcohol or drugs to determine whether emergency medical services are warranted.

VI. **Juvenile Custody**

- A. Officers ~~will~~ shall follow the guidelines set forth in O.C.G.A. 15-11-7 through 15-11-9 when taking a juvenile into custody. This shall include taking a juveniles into custody on status or criminal offenses and when the juvenile is suspected of being an endangered child.
- B.A. The taking of a child into custody is not an arrest, except for the purpose of determining its validity under the Constitution of this State and of the United States of America.
- C.B. A child under the age of 14 may be taken into custody only if ~~they~~ he / she have ~~has~~ committed a serious delinquent act, which is defined in OCGA 15-11-505.
- D.C. Upon taking a child into custody, the investigating Officer, with all reasonable speed and without first taking the child elsewhere, ~~will~~ shall do one of the following:
 - 1. Release without bond the child to their parent(s), ~~legal~~ guardian, or other ~~custodian~~ responsible adult upon their promise to bring the child before the Whitfield County Juvenile Court, when required.
 - 2. Deliver the child to an approved medical facility if the child is believed to suffer from a serious physical condition or illness which requires prompt treatment and, upon delivery, ~~shall~~ promptly contact a Juvenile Court Intake Officer.
 - 3. Bring the child immediately before the Whitfield County Juvenile Court or promptly contact a Juvenile Court Intake Officer who ~~will~~ shall determine if the juvenile will be detained or released.

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4. Bring the child, who is suspected of committing a delinquent act, before the Whitfield County Superior Court, if the act is an act which Superior Court has jurisdiction.
5. Bring the child to any suitable place or facility designated or operated by the **Juvenile** Court for juvenile detention.

E.D. Juveniles shall be held in custody for the briefest time necessary to conduct identification, investigation, and related processing requirements to facilitate their release to a parent, **legal guardian**, or **other** responsible adult or transfer to a juvenile facility.

F.E. Juvenile offenders in custody ~~will~~ **shall**:

1. Not be placed in a holding area within sight or sound of adult suspects or detainees
2. Be maintained under constant visual supervision
3. Have reasonable access to toilets and washing facilities
4. Be provided food if in need of nourishment, to include any special diets necessary for health or medical purposes
5. Be provided access to medical care, if needed
6. Be provided with reasonable access to water or other beverages
7. Be allowed reasonable access to a telephone

G.F. Juveniles placed in secure detention, whether in cells, locked rooms, or other locations, ~~will~~ **shall** be:

1. Separated by sight and sound from any incarcerated adults and juveniles of the opposite sex
2. Informed of the estimated time they will be in detention
3. Provided with constant auditory access to Officers responsible for their supervision
4. Personally observed by personnel on both a routine and unscheduled basis no less than every 30 minutes.

VII. **Criminal Procedures**

When a juvenile has been taken into custody and a criminal or status offense is being pursued, the following procedure shall be administered by all personnel:

- A. Notify the juvenile of his / her Constitutional rights without delay.

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- B. The juvenile shall be provided all appropriate warnings, including Miranda.
- C. Juveniles are subject to the same requirements as adults and may be handcuffed or otherwise restrained as necessary during transport and processing.
- D. Notify the juvenile's parent(s), legal guardian, or other responsible adult of the offense and that the juvenile has been taken into custody.

VIII. **Juvenile Custodial Interrogation and Non-Custodial Interviews**

When conducting an interrogation of a juvenile offender or a non-custodial interview of a juvenile, the investigating Officer ~~should~~ shall adhere to the procedures described in policy GO98-4.4, Conducting Interviews and Interrogations.

IX. **Collecting, Disseminating, and Retaining Juvenile Records**

- A. Fingerprinting and Photographing
 - 1. Every child charged with an act that would be a felony if committed by an adult shall be fingerprinted and photographed upon being taken into custody (O.C.G.A. 15-11-702).
 - 2. Two (2) sets of fingerprint cards and photographs of the child shall be taken and forwarded to the Support Services Division Operations Supervisor.
 - 3. The Support Services Division Operations Supervisor shall ensure that a set of the juvenile's fingerprint cards are sent to GCIC and shall file the remaining set of cards and photographs separately from those of adults in a drawer that can be secured within his / her office.
 - 4. Fingerprint cards and photograph(s) are the only forms of identification maintained by the Department. The file may be used in investigating the commission of crimes and be made available as directed by the court (O.G.C.A. 15-11-702).
- B. Incident reports that contain juvenile records within the Records Management System shall be distinguishable from other reports by an indicator on the main screen of the report. Case files that contain juvenile records shall be marked with a "JUVENILE" stamp or label.
- C. Juvenile records may be disseminated to Officers within the Department for official investigations only. Others requesting juvenile records may receive them in compliance with the Georgia Open Records Act.
- D. When a juvenile becomes an adult, ~~their~~ his / her juvenile records ~~will~~ shall continue to be maintained with the same level of security and privacy as all other juvenile records.
- E. Juvenile records designated for court-ordered expungement shall be received and disposed of per the court order.

This policy supersedes any previous policies issued.

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BY ORDER OF

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DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-6.1
Subject Emergency Call-Out and Notifications Procedure			
Reference CALEA Standards – 41.2.4		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department to call out personnel and notify other agencies when needed for additional support for on-duty personnel.

II. Definition

Call-Out – A call-out will occur when an individual employee is contacted during non-scheduled work time by any member of the Dalton Police Department or the Whitfield County 911 Center at the direction of a Command Staff member or Supervisor, and the individual employee is informed he / she must physically report for duty at that time.

III. Procedure

The on-duty Supervisor Watch Commander will shall make the determination as to when and who to call out in an emergency situation or major incident. These include, but are not limited to, the following:

- A. Police Officer-involved shooting
- B. Serious injury to an Officer or employee
- C. Natural disaster, civil unrest, or major unplanned event
- D. Biological disaster
- E. Homicide or active shooting in our jurisdiction, where assistance is needed
- F. Hostage situation
- G. Any serious crime in which assistance is needed

IV. General Guidelines

- A. It will shall be the responsibility of the on-duty Supervisor Watch Commander to utilize the services of specific Departmental personnel, depending on the

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circumstances of the emergency situation, and to call on other ~~agency~~ resources as needed.

~~B.A.~~ Personnel that have ~~The individual, who has~~ been called out ~~by the Department~~ ~~must~~ shall report to the designated location in a timely manner and shall remain on-duty until relieved from duty by a ~~member of the Department,~~ Supervisor or member of the Command Staff.

~~C.~~ Personnel that have been ~~If the individual is~~ called out to perform a job-related task ~~the individual will~~ shall remain at work until the job task has been completed or it has been determined that ~~there is no need to remain because~~ the task cannot be completed.

~~D.B.~~ Supervisors and Command Staff members shall be responsible for the following when having employees called out:

1. To ensure that the ~~person~~ call-out is needed.
2. To be available when the ~~individual~~ called-out employees arrives to inform ~~him / her~~ them in detail of the incident or situation.
3. To render assistance or to designate someone to assist those individuals that have been called out.
4. To report to the Chief of Police, in writing, any problems that take place with a call-out ~~to the Chief of Police. through the chain of command.~~
5. There are certain situations where an on-duty Supervisor ~~will~~ may contact his immediate Supervisor and the Command Staff to implement a strategic plan of calling in out the entire resources of the Department. Such ~~time~~ situations would ~~be in case of~~ include a biological disasters, natural disasters, ~~or~~ and large civil unrests.

~~E.C.~~ All employees of the ~~Dalton Police~~ Department are subject to be called out and shall have the following responsibilities:

1. To provide the ~~Dalton Police~~ Department with a home telephone number and street address. Some personnel ~~have~~ are issued Departmental ~~mobile~~ cellphones ~~telephones~~ and are required to monitor them when off duty for emergency call-outs. Any changes in the above ~~should~~ shall be reported to the employee's Division ~~Administrative Assistant~~ secretary as soon as possible.
2. To report to duty as soon as possible when called out.
3. To complete ~~the~~ assigned tasks as soon as possible.
4. To report, in writing, any unnecessary call-out to their Supervisor. The Supervisor shall forward this report through the chain of command to the Chief of Police.

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V. **Compensation**

When an ~~individual~~ employee has been called out by the Department, he / she shall be compensated a minimum of two (2) hours or the actual time worked, whichever is greater.

VI. **Emergency Notifications**

When a situation arises and assistance is needed, Officers shall initiate ~~the~~ notifications to summon the appropriate agency personnel based on the circumstances. Any routine notification of a non-urgent nature to any entity that may assist with a situation may be made by the Whitfield County 911 ~~Communications~~ Center or ~~Supervisor~~ Officer in charge of the scene.

A. Fire Department

Notification of the Dalton Fire Department shall be made through the Whitfield County 911 ~~Communications~~ Center ~~if needed~~ for the following situations:

1. Reports of fire, explosion, smoke, or suspicious odors
2. Bomb threats
3. Vehicle crashes involving ~~entrapped person(s)~~ entrapment or structural damage to a building
4. Hazardous materials incidents

B. Public Works

Notification of Dalton Public Works shall be made through the Whitfield County 911 ~~Communications~~ Center ~~if needed~~ for the following situations:

1. Damage to roadways, bridges, or traffic control devices
2. Dangerous roadway conditions (flooding, ice, snow, etc...)
3. Obstructions to roadways or bridges

C. Coroner's Office

Notification of the Coroner's office shall be made in the case of any unknown or suspicious cause of death within the City of Dalton. Notification shall be made through the Whitfield County 911 ~~Communication~~ Center upon approval of the on-scene Supervisor.

D. Public Utilities

Whenever routine or emergency notifications must be made of water, gas, electric, or other public utilities, such notifications shall be made through the Whitfield County 911 ~~Communications~~ Center.

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E. News Media

If it is necessary to notify the news media of emergency events in order to garner provide public information and / or garner public support, ~~for an incident, the Supervisor shall notify the Public Relations Specialist the City of Dalton's Communications Director shall be notified. The Public Relations Specialist will be responsible for handling the press release and notification of appropriate media personnel.~~ Information released to the news media shall conform to the guidelines established in directive GO88-2.8, News Media / Public Information.

F. Other Law Enforcement Agencies

Notification of other law enforcement agencies shall be made through the Whitfield County 911 Communications Center if ~~needed~~ required for the following situations:

1. Unusual occurrences
2. ~~Situations in the All Hazard Plan~~ Incidents covered by policy GO12-6.3, All Hazards Plan
3. Civil disorder

G. Emergency Medical Services (EMS)

Notification of EMS personnel shall be made through the Whitfield County 911 Communications Center when Officers encounter medical emergencies or an individual requests medical evaluation.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO92-6.2
Subject Hazardous Materials Incident Response			
Reference CALEA Standard – 61.2.2		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department that hazardous materials incidents will be conducted safely and efficiently to ensure the safety of Officers and citizens and to minimize disruptions of ~~reduce~~ public systems ~~disruptions~~.

II. Definitions

- A. *Known Product* – A hazardous material that has been positively identified by the responder, and its chemical and physical properties are understood.
- B. *Large Spill* – More than 200 liters of any product, any amount of a product deemed an Extremely Hazardous Substance, or a vapor release from a vehicle or commercial establishment of known or unknown products
- ~~C.B.~~ *Nonvolatile* – Does not readily evaporate at normal temperatures and pressures.
- ~~D.G.~~ *Unknown Product* – A hazardous material that has not been identified by the responder, or the responder knows the product's name but has no information on the product's chemical, physical, or hazardous properties.
- E. *Small Spill* – 200 liters or less of a substance that is not deemed an Extremely Hazardous Substance by the U.S. Department of Transportation
- ~~F.D.~~ *Volatile* – Readily evaporating at normal temperatures and pressures.

III. Procedure

- A. *Response to Small Spills*: ~~1–20 gallons of known products~~
 - 1. Upon arrival, the Officer ~~will~~ **shall attempt to** determine the size of the spill. This can be done by determining the carrier and container of the equipment. The small spill scenario will basically involve small motor vehicles (i.e., automobiles, pick-up trucks, etc.)

2. Seeing that it is a small spill, as noted above, the Officer ~~will~~ shall then attempt to determine the ~~product~~ identification of the product. This can be done by confirming the vehicle's type of fuel and / or ~~contents~~ contact with the owner or operator.
3. If this is a commonly encountered product, ~~i.e.,~~ such as gasoline or diesel fuel, ~~etc.~~); the Officer ~~will~~ shall then attempt to determine if the product is volatile or nonvolatile. Volatile products normally will vaporize rapidly into the atmosphere in Dalton's climate, while nonvolatile products will not.
4. Volatile products, such as gasoline, alcohols, and acetone, will evaporate most any time of the year, while diesel fuel, kerosene, and other heavy products will be volatile mostly during the hottest months. Nonvolatile products, such as heavy oils, lubricants, and some antifreezes, ~~etc.~~ will not evaporate at any time of the year.
5. Once the determination of volatile / non-volatile has been made, the Officer ~~can~~ shall follow the ~~actions in the~~ guidelines of this directive.
6. For nonvolatile products:
 - a. Secure the area with a patrol vehicle and ~~call for~~ request traffic control assistance as needed.
 - b. ~~Call for Department of Public Works assistance to remove product from road Monday – Friday, 08:00 through 17:00 hours.~~ Request assistance from Dalton Public Works by notifying the Whitfield County 911 Center. If this occurs outside of normal business hours, Public Works personnel may have to be called out.
 - c. ~~Call for Dalton Fire Department assistance after hours until Public Works can be notified.~~ Request assistance from Dalton Fire Department by notifying the Whitfield County 911 Center, if the substance has entered a waterway or if other assistance is needed.
7. For volatile products:
 - a. Secure the area with a patrol vehicle in a manner that will not cause ignition of the product.
 - b. ~~Determine~~ If there is a traffic hazard, request assistance from Dalton Public Works by notifying the Whitfield County 911 Center.
 - c. Request assistance from Dalton Fire Department by notifying the Whitfield County 911 Center, if the substance has entered a waterway or if other assistance is needed.
 - d. If there is no traffic hazard, the Officer may go in service once the area is safe.

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~~8. Traffic hazard:~~

- ~~a. Call for Department of Public Works assistance to secure traffic hazard Monday – Friday, 08:00 – 17:00 hours.~~
- ~~b. Call for Dalton Fire Department assistance after hours until Public Works can be notified.~~

~~9. No traffic hazard:~~

~~Officer goes in service when area is safe.~~

B. **Response to Large Spills** ~~any vapor release from a vehicle or commercial establishment of known or unknown products~~

~~1. Dalton Police Department~~

- ~~1.a.~~ Approach the incident upwind and upgrade, but maintain a safe distance.
- ~~2.b.~~ Upon arrival of the first Officer on the scene:
 - ~~a.(1)~~ Report the incident as a possible hazardous material ~~accident~~ incident.
 - ~~b.(2)~~ Notify the Watch **Commander**. ~~Supervisor / Officer in charge.~~
 - ~~c.(3)~~ Request the **Whitfield County 911 Center** notify the Dalton Fire Department and other applicable agencies.
- ~~3.e.~~ Stay upwind and upgrade.
- ~~4.d.~~ Evacuate the immediate area of nonessential personnel.
- ~~5.e.~~ Avoid contact with any liquid or fumes.
- ~~6.f.~~ Eliminate ignition sources (i.e., lighted cigarettes, flares, and combustible engines).
- ~~7.g.~~ **Attempt to** rescue the injured, only if prudent ~~at in the~~ Officer's **discretion judgment**. The Officer should consider the entire incident before jeopardizing **his / her** own safety.
- ~~8.h.~~ Notify the **Whitfield County 911 Center** of the following:
 - ~~a.(1)~~ Situation description
 - ~~b.(2)~~ Any identification placards or signs
 - ~~c.(3)~~ Any known victims

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d.(4) Other safety hazards and considerations

- 9.i. Initiate evacuation after consulting with fire department personnel and in accordance with GO07-6.8, Emergency Evacuations.
- 10.j. If Dalton Fire Department is not yet on scene, establish a command post location upwind, uphill, and at a safe distance. Report the exact location of the command post to the Whitfield County 911 Center and give identify the best approach route to the scene to dispatcher.
- 11.2. If Dalton Fire Department first is already on scene, the first Supervisor on scene shall respond to the command post and make contact with the Incident Commander.
 - a. ~~Supervisor responds to command post and stages other units in a safe area.~~
 - b. ~~Operates as a liaison to the Police Department at command post until relieved by superior.~~
- 12.3. ~~The ranking Fire Department Officer at the command post is designated the incident commander. The ranking Police Officer at the command post shall take direction from the incident commander which is consistent with police responsibility at a hazardous materials incident (perimeter and traffic control, evacuation, etc.).~~ The Dalton Fire Department is responsible for designating an Incident Commander for these incidents. The Supervisor shall notify responding Officers where to safely stage or where to perform law enforcement activities, such as establishing a perimeter, traffic control, or evacuations. The Supervisor shall remain at the command post and operate as a liaison for the Incident Commander until relieved.

C. Perimeter Control

1. The first Officer on the scene shall determine the outer perimeter by using the Emergency Response Guidebook or by consulting with the Dalton Fire Department.
2. Responsibilities of the first Supervisor on the scene:
 - a. Report to the command post.
 - b. Assign personnel to secure the outer perimeter.
 - c. Assign an Officer to the Dalton Fire Department staging sector area.
3. The Officers securing the outer perimeter of the incident shall deny entry or access to the scene, except for public safety personnel (fire, EMS, law enforcement) that are essential to the operation of the hazardous material

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incident (~~i.e., fire, police, EMS personnel~~, or others authorized to enter the scene by the Incident Commander.

4. If personnel that are authorized to enter the hazardous material incident scene are not easily identified by uniform or other means, ~~the~~ a perimeter control Officer may give the personnel a piece of crime scene tape. The tape should be fixed to the personnel's belts to make them easily identifiable on the incident scene.
5. All personnel authorized to enter the incident area ~~will~~ shall be directed to enter through the staging ~~sector~~ area as established by the Dalton Fire Department ~~incident command system~~. All personnel must access the incident through the staging sector.
- ~~6.4.~~ The Officers assigned to secure the perimeter of the scene shall maintain a route for easy entry and exit of emergency vehicles.
- ~~7.5.~~ The Perimeter control Officers shall ~~see~~ ensure that citizens are denied access to the outer perimeter area. The citizens should be advised to move upwind and upgrade when leaving the area.
- ~~8.6.~~ The outer perimeter is subject to be moved farther away from the incident at the discretion of the Incident Commander.

D. Evacuation

1. The Dalton Fire Department Incident Commander ~~calls~~ shall make the determination for the evacuation of a specific area (refer to policy GO07-6.8, Emergency Evacuations).
2. The Dalton Fire Department ~~will~~ shall determine the exact area to be evacuated.
3. The Whitfield County 911 Center ~~will~~ shall contact the Whitfield County Emergency Management Agency director, the American Red Cross, and the Salvation Army to initiate the opening of shelters and to provide public transportation as directed in the Whitfield Emergency Management Disaster Plan, if needed.
4. The Police Department ~~will~~ shall establish evacuation mass transit locations. These ~~will~~ are to be utilized by civilians that have no other means of transportation. The American Red Cross and the public school systems will provide buses for the transportation at these locations.
- ~~5.4.~~ ~~The Police Department~~ A Supervisor or Command Staff member shall ~~on duty will~~ coordinate the recall of off-duty personnel and contact other law enforcement agencies as needed for evacuation assistance (refer to policy GO04-6.1, Emergency Call-Out and Notifications).
6. The ~~Police Department command will notify~~ local news media, social media, and ~~will utilize~~ the automated emergency notification system ~~may~~

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be utilized to broadcast evacuation notices, mass transit locations, and evacuation shelter sites.

- 7.5- The areas to be evacuated ~~will~~ shall be divided up into evacuation sectors. Officers shall ~~Units will~~ be assigned to evacuate the sectors with the greatest potential danger first. No law enforcement personnel ~~will~~ shall be assigned to enter areas that may expose them to the effects of hazardous materials without first being provided with appropriate protective equipment.
- 8.6- Officers ~~will~~ shall evacuate sectors in the quickest way possible. This could include the utilization of public address systems on patrol vehicles or going door to door.
- 9.7- As evacuation sectors are cleared, the assigned Officers ~~will~~ shall notify the ~~incident~~ command post.
- 10.8- Officers shall ~~Units will~~ patrol the evacuated areas, as safety dictates, to prevent looting or unauthorized re-entry.

E. Decontamination Procedures

- 1. The Dalton Fire Department is responsible for establishing a location to be used for the decontamination process and assigning a Site Access Control Leader to oversee the documentation and direction of affected public safety members.
- 2. An Officer shall be assigned to assist the Site Access Control Leader at the decontamination site with directing other Officers that have been exposed to hazardous materials. Part of this Officer's responsibilities include securing all firearms, Tasers, and other duty gear that are subject to the decontamination process.
- 3. All firearms, Tasers, and other weapons shall be unloaded and / or made safe prior to being submitted to the decontamination process.
- 3. All exposed Department vehicles, uniforms, and equipment shall be properly decontaminated, as overseen by Dalton Fire Department personnel, prior to being placed back in service.
- 4. Any uniforms or equipment that are no longer serviceable due to exposure or the decontamination process shall be properly disposed of, and a request for replacement shall be submitted to the appropriate Division Commander.

This policy supersedes any previous policies issued.

BY ORDER OF

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CHIEF OF POLICE

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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 April 24, 2018 May 26, 2020	
Distribution		All Personnel		Re-evaluation Date April 2020 May 2022		No. Pages 3 4

I. Policy

It is the policy of ~~this~~ 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 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.

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- 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 shall be responsible for launching all emergency notification sessions upon request.

B. Testing and Maintenance

Testing and maintenance of the system ~~will~~ shall be completed by employees of the Whitfield County 911 Center.

C. Authorization for Launch

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

1. Community Policing Operations ~~including~~:
 - 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

Activation of the mobilization system may be used to notify Department personnel. All mobilization sessions ~~will~~ shall take a lower priority than

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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 ~~should~~ **shall** be used as a general guideline for determining the need to launch an outbound session:
 - (1)~~a-~~ Severity – Is there a significant threat to public life and safety?
 - (2)~~b-~~ 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)~~c-~~ Warning – Will warning members of the public assist in making the decision to take proper and prudent action?
 - (4)~~d-~~ Timing – Does the situation require immediate public knowledge in order to avoid adverse impact?
 - (5)~~e-~~ 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)~~f-~~ Are other means of disseminating the information inadequate to ensure proper and timely delivery of the information?
 - (7)~~g-~~ 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.
- 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.

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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.

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DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-7.2
Subject Robbery or Burglar Alarm Procedures			
Reference CALEA Standard – 81.2.12		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 3

I. Policy

Armed robbery and burglary are serious crimes that pose serious risks to citizens and Officers. Officers ~~will~~ **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.

II. Procedures

A. Burglar Alarm ~~—Normal~~ 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.

~~Dispatch will notify the location and on-duty Officers of the situation;~~

- ~~1. Two (2) units will respond to the scene;~~
- ~~1. Responding Officers will identify themselves and their agency, and determine whether there is a problem.~~
2. Responding Officers ~~will~~ **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, ~~dispatch~~ the Whitfield County 911 Center shall ~~will~~ keep in **contact with** persons at the location ~~on the phone~~ or ~~stay in contact~~ 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.

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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 ~~Procedure—Robbery in progress~~ Response

~~The Dalton Police Department response to reported robberies will follow these guidelines:~~

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. ~~Units should~~ Responding Officers shall not delay their response to robbery alarm calls 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 ~~should~~ 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 ~~the a~~ suspect vehicle or searching for suspects on foot. ~~if escaping by motor vehicle.~~
 - 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.
- ~~4. Rapidly evolving circumstances may require an altered response as deemed by a Supervisor.~~
- ~~5. Shotguns or rifles are recommended on these types of calls.~~
- ~~6. If dispatch the Whitfield County 911 Center establishes communication by telephone, the location person contacted will be told to stay on the phone. The dispatcher will 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.~~
5. Upon arrival at the robbery location, Officers ~~should~~ shall attempt to remain

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hidden from view until the dispatcher can confirm ~~that~~ the status of the situation. ~~robber has left the premises. 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 reduce the potential for hostage situations. Officers may approach the building if there is a visible notice on the entrance indicating that the suspect has left the scene.~~

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 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 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 ~~will~~ 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 ~~will~~ shall request that an employee or other responsible person exit the building and meet an Officer to provide further details for ~~initial~~ the preliminary investigation ~~/inquiry~~.
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 ~~will~~ shall be made to arrest ~~individuals~~ suspects until they have left the building, unless exigent circumstances, such as an active shooter situation, necessitate immediate action.

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7. Officers arriving at the location ~~will~~ 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

~~Responding Officers should remember that suspects may have left the scene and employees may be unable to communicate with the Officers.~~

8. Responding Officers ~~will~~ shall immediately determine whether the suspect(s) left in a vehicle or on foot. If a vehicle was used, Officers will obtain a description, direction of travel and occupant information. This information ~~will~~ shall be given to the ~~dispatcher~~ 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

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DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO89-7.15
Subject Roadblocks			
Reference CALEA Standard – 41.2.3		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		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 during roadblocks.

II. Definitions

- A. *Roadblock* – For the purpose of ~~the~~ **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 ~~Police~~ 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 be.
- B. Authority and Site Selection
 - 1. The Watch Commander shall have the authority to implement a roadblock to apprehend suspects.

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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 ~~will~~ shall be responsible for supervising operations at the scene of the roadblock and shall have the authority to terminate the roadblock.

C. ~~Manning the~~ Roadblock Operations

1. Officers ~~should~~ shall be in their duty uniform to be easily identified.
2. Officers ~~should~~ 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 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 ~~should~~ shall be placed at the roadblock point. Flares, lights, and properly positioned vehicles make the roadblock safer, particularly at night.
6. Officers ~~should~~ 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 ~~will~~ 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.

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A. Factors Considered in Establishing Roadblocks

1. Roadblocks ~~will~~ shall be utilized only as a last resort, when the violator being pursued presents a significant threat to Officers and / or citizens and has proven to have a total disregard for the lives and safety of the public.
- 2.4. The following factors ~~should~~ 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 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 ~~will~~ 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 ~~will~~ shall announce on all radio frequencies the location of the roadblock and the circumstances surrounding the roadblock. The dispatcher ~~will~~ shall also ensure that the pursuing Officer(s) acknowledge the location of the roadblock.
6. The Watch Commander ~~will~~ shall be responsible for supervising operations at the scene of the roadblock and shall have the authority to terminate the roadblock.

C. ~~Manning the~~ Roadblock Operations

1. Only marked police vehicles ~~will~~ shall be used in a roadblock. All emergency equipment shall be turned on, however, no headlights or spotlights ~~will~~ shall be pointed at oncoming traffic.
2. No civilian vehicles ~~will~~ shall be used in any roadblock.

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3. Officers ~~will~~ 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 ~~should~~ shall always be used for this technique.
3. This tactic ~~should~~ 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 ~~agency~~ 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

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DALTON POLICE DEPARTMENT

		Effective Date September 26, 2017	Number GO17-7.26
Subject Unmanned Aircraft Systems			
Reference		Revised March 27, 2018 May 26, 2020	
Distribution All Personnel	Re-evaluation Date March 2020 May 2022		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that duly trained and authorized ~~agency~~ **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 citizens 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 ~~when and~~ how **to use** this technology and ~~the when~~ information it provides may be used for law enforcement and public safety purposes in accordance with applicable laws and regulations.

III. Definitions

Digital Multimedia Evidence (DME) – Digital recording of images, sounds, and associated data.

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 ~~agency~~ **Department** ~~utilizes~~ **has adopted the use of** UAS to provide an aerial visual perspective in ~~responding response~~ to emergency situations, ~~and exigent circumstances~~ **in support of complex investigations**, and ~~for to accomplish~~ the following objectives:

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1. ~~Situational Awareness:~~ To assist decision-makers, ~~e.g.,~~ 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 ~~for to accurately planning~~ and ~~coordinateing~~ an effective response.
2. ~~Search and Rescue:~~ To assist in missing person investigations, AMBER Alerts, and other search and rescue missions.
3. ~~Tactical Deployment:~~ 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. ~~Visual Perspective:~~ 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. ~~Scene Documentation:~~ To document a crime scene, ~~accident~~ motor vehicle collision scene, or other major incident scene, such as a natural disaster, hazardous materials release, or active threat. ~~(e.g., disaster management, incident response, large-scale forensic scene investigation).~~
6. To provide assistance 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 ~~Use~~

1. The ~~agency~~ 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 ~~and~~ current status.
2. All deployments of UAS must be specifically authorized by a Supervisor. ~~a Division Commander, Operations Supervisor, or Special Operations Supervisor of the Dalton Police Department.~~
3. The UAS ~~will~~ shall be operated only by personnel ~~(pilots and observers~~ who have ~~been~~ passed the FAA Part 107 Certification and have been trained and ~~certified~~ on the operation of the system.

RESTRICTED LAW ENFORCEMENT DATA

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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 ~~individual Officers~~ assigned personnel and ~~will~~ shall be used with reasonable care to ensure proper functioning. Equipment malfunctions shall be brought to the attention of the ~~officer's~~ 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 ~~Dalton Police~~ Department.
7. All flights ~~will~~ shall be documented on a form or reporting system designed for that purpose, and all flight time shall be accurately recorded. In addition, each deployment of the UAS shall include information regarding the reason for the flight; the ~~time~~, date and location of the flight; and the name of the Supervisor approving the deployment and the staff assigned; ~~and a summary of the activities covered, actions taken, and outcomes from the deployment.~~—The report or form ~~will~~ 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, ~~and where practical~~, the Supervisor or Incident Commander of an operation may request the ~~Public Relations Specialist to~~ 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 ~~agency will~~ 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 ~~on Using the~~ for Use of UAS

1. The UAS shall only be deployed and used ~~only~~ to support official law enforcement operations, public safety missions, and training.

RESTRICTED LAW ENFORCEMENT DATA

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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 ~~law enforcement~~ Officer's use of force, it shall be retained for 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.
2. All DME shall be securely downloaded at the completion of each mission and stored under restricted access on the Department's ~~network~~ **Records Management System** or external media device. The UAS-certified operators ~~will~~ **shall** record information for each file that shall include the date, ~~time~~, location, ~~and~~ case reference numbers or other mission identifiers, ~~and the identities of all the~~ 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 ~~written~~ 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. ~~A Supervisor or administrator in The Support Services Professional Standards Unit shall~~ **will** audit flight DME quarterly to ensure that only

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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. ~~—Supervisory personnel shall manage all deployments and uses of UAS to ensure that Officers equipped with UAS devices utilize them in accordance with policy and procedures defined herein.~~
2. The Special Operations Supervisor ~~will~~ shall be the immediate Supervisor for the ~~Unmanned Aircraft System~~ 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 ~~will~~ shall review flight documentation and training activities quarterly. The results of the review ~~will~~ shall be documented and forwarded to the Chief of Police.
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.
5. The Special Operations Supervisor ~~will~~ shall also ~~oversee~~ ensure the completion and submission of any and all necessary reports to the ~~Federal Aeronautics Administration~~ FAA on flight time and training. Any changes to the flight time counter ~~will~~ shall be documented.
6. The Patrol Division Commander ~~Chief of Police of the agency~~ or his / her designee shall ~~publish~~ complete an annual report documenting the ~~agency's~~ Department's deployment and use of UAS devices and forward the report to the Chief of Police.

RESTRICTED LAW ENFORCEMENT DATA

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- ~~6. Files of flight records should be securely maintained by the Patrol Division Special Operations Supervisor and DME will be entered in Property and Evidence in accordance with agency policy and state records retention laws and retained no longer than necessary for purposes of training or for use in an investigation or prosecution.~~

F. Training

1. ~~Police~~ Personnel who are assigned to the UAS must complete an agency-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, and proper calibration and performance of the equipment, and to incorporate changes, updates, or other revisions in policy and equipment.
2. All agency personnel with UAS responsibilities, including ~~command officers~~ 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 or ~~observers~~ 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

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DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Bill Weaver
Terry Mathis
Kenneth E. Willis
Anthony Walker
Luis Viamonte

April 2020

Incident Response

Monthly Synopsis

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	7	3.86
Overpressure Rupture, Overheat	0	0.0%
Rescue/Medical	85	46.96
Hazardous Condition	9	4.97%
Service Call	15	8.28%
Good Intent	36	19.88%
False Alarm	28	15.46%
Total Responses	181	
Average Response Time	3:25	
Estimated Loss	\$9,140.00	

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.55%	\$5,400	59.08%
131 Passenger vehicle fire	1	0.55%	\$1,240	13.56%
138 Off-road vehicle or heavy equipment fire	1	0.55%	\$2,500	27.35%
141 Forest, woods or wildland fire	1	0.55%	\$0	0.00%
142 Brush or brush-and-grass mixture fire	2	1.10%	\$0	0.00%
143 Grass fire	1	0.55%	\$0	0.00%
	7	3.86%	\$9,140	100.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	62	34.25%	\$0	0.00%
322 Motor vehicle accident with injuries	11	6.07%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.55%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	2	1.10%	\$0	0.00%
352 Extrication of victim(s) from vehicle	1	0.55%	\$0	0.00%
363 Swift water rescue	8	4.41%	\$0	0.00%
	85	46.96%	\$0	0.00%
4 Hazardous Condition (No Fire)				
400 Hazardous condition, Other	1	0.55%	\$0	0.00%
440 Electrical wiring/equipment problem, Other	1	0.55%	\$0	0.00%
444 Power line down	4	2.20%	\$0	0.00%
445 Arcing, shorted electrical equipment	3	1.65%	\$0	0.00%
	9	4.97%	\$0	0.00%
5 Service Call				
522 Water or steam leak	3	1.65%	\$0	0.00%
531 Smoke or odor removal	2	1.10%	\$0	0.00%
551 Assist police or other governmental agency	1	0.55%	\$0	0.00%
553 Public service	1	0.55%	\$0	0.00%
561 Unauthorized burning	8	4.41%	\$0	0.00%
	15	8.28%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	23	12.70%	\$0	0.00%
622 No Incident found on arrival at dispatch	3	1.65%	\$0	0.00%
631 Authorized controlled burning	2	1.10%	\$0	0.00%
651 Smoke scare, odor of smoke	4	2.20%	\$0	0.00%

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Incident Type Report (Monthly Summary)

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
652 Steam, vapor, fog or dust thought to be	1	0.55%	\$0	0.00%
671 HazMat release investigation w/no HazMat	1	0.55%	\$0	0.00%
672 Biological hazard investigation	2	1.10%	\$0	0.00%
	36	19.88%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to	3	1.65%	\$0	0.00%
735 Alarm system sounded due to malfunction	3	1.65%	\$0	0.00%
743 Smoke detector activation, no fire -	14	7.73%	\$0	0.00%
744 Detector activation, no fire -	3	1.65%	\$0	0.00%
745 Alarm system activation, no fire -	5	2.76%	\$0	0.00%
	28	15.46%	\$0	0.00%
8 Severe Weather & Natural Disaster				
812 Flood assessment	1	0.55%	\$0	0.00%
	1	0.55%	\$0	0.00%

Total Incident Count: 181

Total Est Loss:

\$9,140

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	1	\$161,000	\$5,400	\$155,600	3.35%	96.65 %
131 Passenger vehicle fire	1	\$1,240	\$1,240	\$0	100.00%	0.00 %
138 Off-road vehicle or	1	\$2,500	\$2,500	\$0	100.00%	0.00 %
Grand Totals	3	\$164,740	\$9,140	\$155,600		

Total Percent Lost: 5.55 %

Total Percent Saved: 94.45 %

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0000926	0	04/01/2020	03:22:38	603 Maney	311 Medical assist, assist EMS crew	
20-0000927	0	04/01/2020	04:48:55	308 Brickyard	311 Medical assist, assist EMS crew	
20-0000928	0	04/01/2020	11:12:14	1320 Winton	743 Smoke detector activation, no fire	
20-0000929	0	04/01/2020	11:34:32	1410 Rosewood	311 Medical assist, assist EMS crew	
20-0000930	0	04/01/2020	13:58:08	349 Ivy Gate	745 Alarm system activation, no fire -	
20-0000931	0	04/01/2020	15:12:20	818 Shugart	311 Medical assist, assist EMS crew	
20-0000932	0	04/01/2020	15:56:29	Pentz (South)	311 Medical assist, assist EMS crew	
20-0000933	0	04/01/2020	17:50:55	1220 Broadrick	311 Medical assist, assist EMS crew	
20-0000934	0	04/01/2020	18:56:03	1808 Shadow	311 Medical assist, assist EMS crew	
20-0000935	0	04/01/2020	19:51:24	Airport	611 Dispatched & cancelled en route	
20-0000936	0	04/01/2020	20:28:34	2250 Morris (East)	311 Medical assist, assist EMS crew	
20-0000937	0	04/01/2020	23:38:29	1010 Liddell	311 Medical assist, assist EMS crew	
20-0000938	0	04/02/2020	01:46:13	304 Grimes (North)	311 Medical assist, assist EMS crew	
20-0000939	0	04/02/2020	04:02:26	451 Birch	311 Medical assist, assist EMS crew	
20-0000940	0	04/02/2020	14:15:47	115 Hawthorne (East)	311 Medical assist, assist EMS crew	
20-0000941	0	04/02/2020	17:21:44	902 Hamilton (North)	311 Medical assist, assist EMS crew	
20-0000942	0	04/02/2020	18:06:53	211 Mountain View	311 Medical assist, assist EMS crew	
20-0000943	0	04/02/2020	19:33:37	500 Thornton (South)	735 Alarm system sounded due to	
20-0000944	0	04/02/2020	21:30:30	407 Dantzler	311 Medical assist, assist EMS crew	
20-0000945	0	04/03/2020	00:08:14	604 Luckie	311 Medical assist, assist EMS crew	
20-0000946	0	04/03/2020	00:28:55	1116 Willowdale	522 Water or steam leak	
20-0000947	0	04/03/2020	01:04:58	1320 Winton	611 Dispatched & cancelled en route	
20-0000948	0	04/03/2020	13:14:54	207 Beulah	138 Off-road vehicle or heavy	\$2,500
20-0000949	0	04/03/2020	15:10:41	1001 Thornton (South)	611 Dispatched & cancelled en route	
20-0000950	0	04/03/2020	20:13:45	1300 Beverly	631 Authorized controlled burning	
20-0000951	0	04/03/2020	22:43:52	Hamilton (North)	651 Smoke scare, odor of smoke	
20-0000952	0	04/04/2020	09:58:18	2044 Dug Gap	743 Smoke detector activation, no fire	
20-0000953	0	04/04/2020	10:08:54	712 Valley	743 Smoke detector activation, no fire	
20-0000954	0	04/04/2020	10:29:04	136 Nickie	743 Smoke detector activation, no fire	
20-0000955	0	04/04/2020	16:21:18	1807 Chattanooga	142 Brush or brush-and-grass mixture	

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0000956	0	04/04/2020	17:49:53	Glenwood (North)	311 Medical assist, assist EMS crew	
20-0000957	0	04/05/2020	09:53:08	1104 Willowdale	311 Medical assist, assist EMS crew	
20-0000958	0	04/05/2020	10:26:35	509 Crawford (West)	311 Medical assist, assist EMS crew	
20-0000959	0	04/05/2020	13:45:34	1320 Winton	744 Detector activation, no fire -	
20-0000960	0	04/05/2020	14:08:29	711 Morningside	561 Unauthorized burning	
20-0000961	0	04/05/2020	16:37:57	Chattanooga	311 Medical assist, assist EMS crew	
20-0000962	0	04/05/2020	18:11:15	500 Thornton (South)	733 Smoke detector activation due to	
20-0000963	0	04/05/2020	23:21:45	1806 Shadow	311 Medical assist, assist EMS crew	
20-0000964	0	04/06/2020	02:40:49	1701 Pin Oak	311 Medical assist, assist EMS crew	
20-0000965	0	04/06/2020	12:48:29	118 Hamilton (North)	745 Alarm system activation, no fire -	
20-0000966	0	04/06/2020	14:48:41	Walnut (West)	322 Motor vehicle accident with	
20-0000967	0	04/06/2020	16:57:48	Walnut (West)	322 Motor vehicle accident with	
20-0000968	0	04/06/2020	19:30:02	1318 Underwood	651 Smoke scare, odor of smoke	
20-0000969	0	04/07/2020	09:28:12	1035 Abutment	745 Alarm system activation, no fire -	
20-0000970	0	04/07/2020	11:13:44	I-75 S. Bound	322 Motor vehicle accident with	
20-0000971	0	04/07/2020	12:31:19	458 Birch	311 Medical assist, assist EMS crew	
20-0000972	0	04/07/2020	15:15:37	1807 Shadow	311 Medical assist, assist EMS crew	
20-0000973	0	04/08/2020	13:46:09	307 Fredrick (South)	743 Smoke detector activation, no fire	
20-0000974	0	04/08/2020	16:24:31	Waugh (West)	611 Dispatched & cancelled en route	
20-0000975	0	04/08/2020	18:21:01	519 Hawthorne (West)	743 Smoke detector activation, no fire	
20-0000976	0	04/08/2020	18:48:30	1214 Maple	561 Unauthorized burning	
20-0000977	0	04/08/2020	22:19:37	1140 Glenwood (North)	611 Dispatched & cancelled en route	
20-0000978	0	04/09/2020	13:03:18	1110 Lakemont	611 Dispatched & cancelled en route	
20-0000979	0	04/09/2020	14:46:37	1000 May	311 Medical assist, assist EMS crew	
20-0000980	0	04/09/2020	15:24:44	1807 Chattanooga	631 Authorized controlled burning	
20-0000981	0	04/09/2020	16:06:59	2300 Chattanooga	311 Medical assist, assist EMS crew	
20-0000982	0	04/09/2020	16:52:51	1320 Winton	744 Detector activation, no fire -	
20-0000983	0	04/09/2020	18:59:15	1111 Brookwood	651 Smoke scare, odor of smoke	
20-0000984	0	04/09/2020	19:58:02	814 Red Clay	311 Medical assist, assist EMS crew	
20-0000985	0	04/10/2020	03:39:09	407 Meeting	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0000986	0	04/10/2020	09:17:34	1200 Memorial	611 Dispatched & cancelled en route	
20-0000987	0	04/10/2020	19:35:32	719 Betty	440 Electrical wiring/equipment	
20-0000988	0	04/10/2020	20:54:34	614 Pine	561 Unauthorized burning	
20-0000989	0	04/11/2020	00:10:56	1069 Helton	561 Unauthorized burning	
20-0000990	0	04/11/2020	19:24:23	1920 Crow Valley	141 Forest, woods or wildland fire	
20-0000991	0	04/11/2020	20:41:46	815 Shugart	311 Medical assist, assist EMS crew	
20-0000992	0	04/11/2020	21:25:32	903 Hamilton (North)	611 Dispatched & cancelled en route	
20-0000993	0	04/12/2020	21:07:15	811 Walnut Square	444 Power line down	
20-0000994	0	04/12/2020	21:46:21	928 Redwine	445 Arcing, shorted electrical	
20-0000995	0	04/12/2020	21:49:47	1200 Memorial	743 Smoke detector activation, no fire	
20-0000996	0	04/12/2020	21:53:24	Willowdale	363 Swift water rescue	
20-0000997	0	04/12/2020	21:55:04	910 Sunset	522 Water or steam leak	
20-0000998	0	04/12/2020	22:01:03	1122 Ridgeleigh	444 Power line down	
20-0000999	0	04/12/2020	22:18:41	1320 Coronet	363 Swift water rescue	
20-0001000	0	04/12/2020	22:24:15	Needham	363 Swift water rescue	
20-0001001	0	04/13/2020	00:02:27	1804 Kimberly Park	745 Alarm system activation, no fire -	
20-0001002	0	04/13/2020	01:09:50	1894 Brady	611 Dispatched & cancelled en route	
20-0001003	0	04/13/2020	01:11:12	Waugh (West)	363 Swift water rescue	
20-0001004	0	04/13/2020	01:15:49	1515 Cleveland	611 Dispatched & cancelled en route	
20-0001005	0	04/13/2020	01:35:27	2513 Underwood	812 Flood assessment	
20-0001006	0	04/13/2020	01:38:36	Chattanooga	363 Swift water rescue	
20-0001007	0	04/13/2020	03:24:04	1800 Chattanooga	444 Power line down	
20-0001008	0	04/13/2020	04:03:29	1806 Underwood	363 Swift water rescue	
20-0001009	0	04/13/2020	05:57:12	2226 Chattanooga	363 Swift water rescue	
20-0001010	0	04/13/2020	06:59:13	Chattanooga	363 Swift water rescue	
20-0001011	0	04/13/2020	09:14:00	1906 Tara	311 Medical assist, assist EMS crew	
20-0001012	0	04/13/2020	09:19:20	Fields	622 No Incident found on arrival at	
20-0001013	0	04/13/2020	12:56:46	100 Goose Hill (North)	311 Medical assist, assist EMS crew	
20-0001014	0	04/13/2020	13:00:22	1804 Kimberly Park	735 Alarm system sounded due to	
20-0001015	0	04/13/2020	15:35:13	2300 Dug Gap Battle	322 Motor vehicle accident with	

DALTON

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001016	0	04/13/2020	16:14:19	1575 Chattanooga	522 Water or steam leak	
20-0001017	0	04/13/2020	17:58:01	1806 Shadow	311 Medical assist, assist EMS crew	
20-0001018	0	04/13/2020	20:33:12	1406 Cleveland	311 Medical assist, assist EMS crew	
20-0001019	0	04/13/2020	20:46:56	Sheridan	322 Motor vehicle accident with	
20-0001020	0	04/14/2020	21:20:30	123 Dublin	311 Medical assist, assist EMS crew	
20-0001021	0	04/14/2020	21:26:44	905 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0001022	0	04/14/2020	21:43:52	1302 Underwood	311 Medical assist, assist EMS crew	
20-0001023	0	04/15/2020	05:46:37	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001024	0	04/15/2020	05:48:06	1200 James	311 Medical assist, assist EMS crew	
20-0001025	0	04/15/2020	07:41:40	I-75 S. Bound	311 Medical assist, assist EMS crew	
20-0001026	0	04/15/2020	12:44:38	1509 Walnut (West)	611 Dispatched & cancelled en route	
20-0001027	0	04/15/2020	15:07:42	Hamilton (North)	322 Motor vehicle accident with	
20-0001028	0	04/15/2020	16:14:38	505 Underwood	531 Smoke or odor removal	
20-0001029	0	04/15/2020	18:17:32	1307 Desota	561 Unauthorized burning	
20-0001030	0	04/15/2020	20:23:29	608 Jeans	561 Unauthorized burning	
20-0001031	0	04/16/2020	11:43:08	710 Boundary (west)	311 Medical assist, assist EMS crew	
20-0001032	0	04/16/2020	17:18:04	804 Happy	445 Arcing, shorted electrical	
20-0001033	0	04/16/2020	20:00:30	Glenwood	652 Steam, vapor, fog or dust thought	
20-0001034	0	04/16/2020	20:09:14	1600 MLK Jr.	131 Passenger vehicle fire	\$1,240
20-0001035	0	04/16/2020	20:29:09	1924 MLK Jr.	561 Unauthorized burning	
20-0001036	0	04/17/2020	00:42:19	1799 Kimberly Park	733 Smoke detector activation due to	
20-0001037	0	04/17/2020	08:43:39	300 Waugh (West)	553 Public service	
20-0001038	0	04/17/2020	10:34:44	1320 Winton	743 Smoke detector activation, no fire	
20-0001039	0	04/17/2020	13:02:12	222 Henderson	323 Motor vehicle/pedestrian accident	
20-0001040	0	04/17/2020	15:08:21	Underwood	324 Motor Vehicle Accident with no	
20-0001041	0	04/17/2020	19:34:12	1804 Underwood	672 Biological hazard investigation	
20-0001042	0	04/17/2020	19:46:02	1230 MLK Jr.	672 Biological hazard investigation	
20-0001043	0	04/17/2020	20:48:23	1807 Shadow	311 Medical assist, assist EMS crew	
20-0001044	0	04/18/2020	09:55:41	431 Green (South)	735 Alarm system sounded due to	
20-0001045	0	04/18/2020	10:27:24	1700 Pin Oak	671 HazMat release investigation w/no	

DALTON

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss
20-0001046	0	04/18/2020	18:55:29	2209	Raintree	311 Medical assist, assist EMS crew	
20-0001047	0	04/18/2020	19:39:14	171	Primrose Way	311 Medical assist, assist EMS crew	
20-0001048	0	04/19/2020	05:40:25	101	Cappes	611 Dispatched & cancelled en route	
20-0001049	0	04/19/2020	13:43:27	136	Nickie	743 Smoke detector activation, no fire	
20-0001050	0	04/19/2020	18:52:59	1609	Morris (East)	745 Alarm system activation, no fire -	
20-0001051	0	04/19/2020	19:44:17	506	Parkside	400 Hazardous condition, Other	
20-0001052	0	04/19/2020	20:42:00	2104	Threadmill	352 Extrication of victim(s) from	
20-0001053	0	04/20/2020	14:18:51	1476	Westover	743 Smoke detector activation, no fire	
20-0001054	0	04/20/2020	16:52:47	1100	Walston	622 No Incident found on arrival at	
20-0001055	0	04/21/2020	07:30:42	1102	Waugh (West)	743 Smoke detector activation, no fire	
20-0001056	0	04/21/2020	19:22:40	1005	Thornton (South)	611 Dispatched & cancelled en route	
20-0001057	0	04/22/2020	07:03:30	1200	Memorial	611 Dispatched & cancelled en route	
20-0001058	0	04/22/2020	08:45:54	702	Belwood	311 Medical assist, assist EMS crew	
20-0001059	0	04/22/2020	12:55:18	1200	Memorial	733 Smoke detector activation due to	
20-0001060	0	04/22/2020	16:25:58	1320	Winton	311 Medical assist, assist EMS crew	
20-0001061	0	04/22/2020	18:14:46	1320	Winton	743 Smoke detector activation, no fire	
20-0001062	0	04/22/2020	19:13:01	703	Morningside	111 Building fire	\$5,400
20-0001063	0	04/23/2020	00:46:43	201	Brothers	311 Medical assist, assist EMS crew	
20-0001064	0	04/23/2020	13:32:40	900	Autumn	744 Detector activation, no fire -	
20-0001065	0	04/23/2020	14:24:21	500	Autumn	531 Smoke or odor removal	
20-0001066	0	04/24/2020	14:52:33	1116	Willowdale	311 Medical assist, assist EMS crew	
20-0001067	0	04/24/2020	16:49:44	1604	Southmont	743 Smoke detector activation, no fire	
20-0001068	0	04/24/2020	17:31:00	1806	Bridgewater	311 Medical assist, assist EMS crew	
20-0001069	0	04/24/2020	20:10:48	519	Hawthorne (West)	611 Dispatched & cancelled en route	
20-0001070	0	04/24/2020	23:15:16	1806	Bridgewater	311 Medical assist, assist EMS crew	
20-0001071	0	04/25/2020	11:47:49	1300	Waugh (West)	611 Dispatched & cancelled en route	
20-0001072	0	04/25/2020	13:08:40		I-75 S. Bound	143 Grass fire	
20-0001073	0	04/25/2020	17:59:28		Underwood	322 Motor vehicle accident with	
20-0001074	0	04/26/2020	07:50:02	811	Riverbend	311 Medical assist, assist EMS crew	
20-0001075	0	04/26/2020	09:20:30	1000	Abutment	444 Power line down	

DALTON

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001076	0	04/26/2020	13:34:02	1109 Brookwood	311 Medical assist, assist EMS crew	
20-0001077	0	04/26/2020	15:37:09	1701 White Oak	311 Medical assist, assist EMS crew	
20-0001078	0	04/27/2020	03:14:51	2106 Chattanooga	311 Medical assist, assist EMS crew	
20-0001079	0	04/27/2020	06:44:50	785 Shugart	551 Assist police or other	
20-0001080	0	04/27/2020	09:51:50	1218 Broadrick	311 Medical assist, assist EMS crew	
20-0001081	0	04/27/2020	16:42:04	Ogburn	611 Dispatched & cancelled en route	
20-0001082	0	04/28/2020	03:45:35	Richards	445 Arcing, shorted electrical	
20-0001083	0	04/28/2020	16:58:38	1302 Vernon	311 Medical assist, assist EMS crew	
20-0001084	0	04/28/2020	17:21:46	226 Mountain View	311 Medical assist, assist EMS crew	
20-0001085	0	04/28/2020	17:33:40	1914 Heathcliff	311 Medical assist, assist EMS crew	
20-0001086	0	04/28/2020	19:38:06	900 Oneonta	611 Dispatched & cancelled en route	
20-0001087	0	04/28/2020	19:43:09	900 Oneonta	611 Dispatched & cancelled en route	
20-0001088	0	04/28/2020	19:46:18	521 Barbara	311 Medical assist, assist EMS crew	
20-0001089	0	04/28/2020	20:32:32	1000 Market	311 Medical assist, assist EMS crew	
20-0001090	0	04/28/2020	20:38:06	301 Bogle (North)	311 Medical assist, assist EMS crew	
20-0001091	0	04/28/2020	21:08:17	1050 Factory	651 Smoke scare, odor of smoke	
20-0001092	0	04/29/2020	13:00:26	422 Bailey	561 Unauthorized burning	
20-0001093	0	04/29/2020	13:12:22	Morris (East)	611 Dispatched & cancelled en route	
20-0001094	0	04/29/2020	13:14:23	1523 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001095	0	04/29/2020	16:34:24	Walnut (East)	322 Motor vehicle accident with	
20-0001096	0	04/29/2020	17:34:02	600 Greenwood	622 No Incident found on arrival at	
20-0001097	0	04/29/2020	18:20:52	Glenwood (North)	324 Motor Vehicle Accident with no	
20-0001098	0	04/29/2020	19:45:29	107 Wildberry	611 Dispatched & cancelled en route	
20-0001099	0	04/29/2020	21:44:27	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001100	0	04/30/2020	07:26:07	824 Mattie	311 Medical assist, assist EMS crew	
20-0001101	0	04/30/2020	16:51:48	875 Shugart	611 Dispatched & cancelled en route	
20-0001102	0	04/30/2020	17:15:12	Glenwood (North)	322 Motor vehicle accident with	
20-0001103	0	04/30/2020	17:19:21	401 Fredrick (North)	743 Smoke detector activation, no fire	
20-0001104	0	04/30/2020	19:46:38	Underwood	322 Motor vehicle accident with	
20-0001105	0	04/30/2020	21:02:21	819 Luckie	322 Motor vehicle accident with	

DALTON

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

Alarm Date Between {04/01/2020} And {04/30/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001106	0	04/30/2020	22:14:49	303 Painter	142 Brush or brush-and-grass mixture	
Total Incident Count		181			Total Est Loss	\$9,140

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Incident Type Period Comparisons

Alarm Date Between {04/01/2020} and {04/30/2020}

Incident Type	04/01/2020	04/01/2019	04/01/2018	04/01/2017
	to 04/30/2020	to 04/30/2019	to 04/30/2018	to 04/30/2017
111 Building fire	1	4	2	5
113 Cooking fire, confined to container	0	0	2	3
131 Passenger vehicle fire	1	4	2	1
132 Road freight or transport vehicle fire	0	2	0	0
138 Off-road vehicle or heavy equipment fire	1	0	0	0
141 Forest, woods or wildland fire	1	0	1	0
142 Brush or brush-and-grass mixture fire	2	1	0	2
143 Grass fire	1	0	2	0
151 Outside rubbish, trash or waste fire	0	2	2	0
154 Dumpster or other outside trash receptacle fire	0	0	2	2
160 Special outside fire, Other	0	1	0	0
161 Outside storage fire	0	0	1	0
162 Outside equipment fire	0	0	0	2
251 Excessive heat, scorch burns with no ignition	0	1	0	0
311 Medical assist, assist EMS crew	62	219	202	236
322 Motor vehicle accident with injuries	11	17	1	2
323 Motor vehicle/pedestrian accident (MV Ped)	1	1	1	2
324 Motor Vehicle Accident with no injuries	2	8	4	1
352 Extrication of victim(s) from vehicle	1	0	1	0
353 Removal of victim(s) from stalled elevator	0	1	0	1
357 Extrication of victim(s) from machinery	0	1	0	0
363 Swift water rescue	8	0	0	0
400 Hazardous condition, Other	1	0	0	0
411 Gasoline or other flammable liquid spill	0	0	0	1
412 Gas leak (natural gas or LPG)	0	2	0	0
413 Oil or other combustible liquid spill	0	1	0	0
421 Chemical hazard (no spill or leak)	0	0	1	0

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Incident Type Period Comparisons

Alarm Date Between {04/01/2020} and {04/30/2020}

Incident Type	04/01/2020 to 04/30/2020	04/01/2019 to 04/30/2019	04/01/2018 to 04/30/2018	04/01/2017 to 04/30/2017
424 Carbon monoxide incident	0	1	0	0
440 Electrical wiring/equipment problem, Other	1	0	0	0
442 Overheated motor	0	1	0	1
443 Breakdown of light ballast	0	1	0	0
444 Power line down	4	1	1	4
445 Arcing, shorted electrical equipment	3	1	2	4
461 Building or structure weakened or collapsed	0	1	0	2
500 Service Call, other	0	0	1	0
510 Person in distress, Other	0	0	1	0
520 Water problem, Other	0	0	1	0
522 Water or steam leak	3	0	0	4
531 Smoke or odor removal	2	1	0	2
542 Animal rescue	0	0	1	0
551 Assist police or other governmental agency	1	2	1	0
552 Police matter	0	0	0	1
553 Public service	1	0	0	1
561 Unauthorized burning	8	3	3	0
611 Dispatched & cancelled en route	23	36	27	21
622 No Incident found on arrival at dispatch address	3	11	6	3
631 Authorized controlled burning	2	0	0	1
651 Smoke scare, odor of smoke	4	1	0	2
652 Steam, vapor, fog or dust thought to be smoke	1	1	0	3
653 Smoke from barbecue, tar kettle	0	0	0	1
671 HazMat release investigation w/no HazMat	1	0	1	0
672 Biological hazard investigation	2	0	0	0
710 Malicious, mischievous false call, Other	0	0	0	1
711 Municipal alarm system, malicious false alarm	0	0	1	0

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Incident Type Period Comparisons

Alarm Date Between {04/01/2020} and {04/30/2020}

Incident Type	04/01/2020 to 04/30/2020	04/01/2019 to 04/30/2019	04/01/2018 to 04/30/2018	04/01/2017 to 04/30/2017
714 Central station, malicious false alarm	0	1	0	0
715 Local alarm system, malicious false alarm	0	0	1	1
730 System malfunction, Other	0	0	0	1
731 Sprinkler activation due to malfunction	0	0	1	3
733 Smoke detector activation due to malfunction	3	4	4	6
734 Heat detector activation due to malfunction	0	2	0	1
735 Alarm system sounded due to malfunction	3	5	3	1
736 CO detector activation due to malfunction	0	0	0	1
740 Unintentional transmission of alarm, Other	0	0	1	0
741 Sprinkler activation, no fire - unintentional	0	2	0	0
743 Smoke detector activation, no fire -	14	5	9	11
744 Detector activation, no fire - unintentional	3	0	0	4
745 Alarm system activation, no fire - unintentional	5	6	10	9
746 Carbon monoxide detector activation, no CO	0	1	0	0
812 Flood assessment	1	0	0	0
Totals	<u>181</u>	<u>352</u>	<u>299</u>	<u>347</u>

Dalton Fire Department
Monthly Emergency Response Time Analysis
Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	8	3.6%
	01	22	9.9%
	02	61	27.6%
	03	71	32.1%
	04	36	16.2%
	05	11	4.9%
	06	3	1.3%
	07	2	0.9%
	08	3	1.3%
	09	2	0.9%
	10	1	0.4%
	11	1	0.4%

Overall Average Response Time: 00:03:25

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

Response		Count	Percentage
Hrs	Mins		
	< 01	6	10.9%
	01	5	9.0%
	02	9	16.3%
	03	10	18.1%
	04	12	21.8%
	05	6	10.9%
	06	5	9.0%
	15	2	3.6%

Overall Average Response Time: 00:03:56

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
4/1/2020 –4/30/2020**

Total incidents in time period – 83

EMS on-scene prior to DFD – 33

EMS not on-scene prior – 50

During the month of April, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 60% of medical responses.

Training Division Monthly Report

April 2020

Overview

Recruit Class 2020-01 continued throughout the month with 2 candidates enrolled. 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 2,307.

Outside Schools

All off-campus training was suspended due to the COVID-19 pandemic.

Support Functions

- 166 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 868 hours in April
- 113 hours were attributed to spring hydrant detail
- 146 hours were attributed to annual fire hose service testing
- 2 hours were dedicated to fire investigation and related activities
- SCBA maintenance consumed 9 hours during the month

Prevention Division Monthly Report

April 2020

Inspections

Annual Inspections	Total:	1
Apartment Inspections	Total:	
Site Inspections	Total:	9
Fire Alarm Inspection	Total:	
Sprinkler System Inspection	Total:	
New Kitchen Hood Inspections	Total:	1
Knox Box Installation	Total:	
Occupational Tax Certificate Inspections	Total:	3
Alcohol Inspections	Total:	1
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	
100 Percent Inspections	Total:	1
Pre-Incident Surveys	Total:	
Plan Reviews	Total:	5
Addressing	Total:	2
Total Inspections		23

*Inspections were reduced due to the pandemic. Preventions focused on converting current and historical paper documents to digital format. Over 3,500 files were converted. Preventions is now all digital.

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2020} And
{04/30/2020}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
04/02/2020	08:44	10280 Tasker's Barber and Salon 310 Hamilton (South) ST	0.13	
Total Activities for Type:			1	0.13

210 INSPECTION - Site Inspection				
04/02/2020		30185 Home Depot 875 Shugart RD	1.00	
04/02/2020		50036 Lowe's Home Center 1212 Glenwood (North) AVE	0.00	
04/02/2020		30205 Wal-Mart 815 Shugart RD	0.00	
04/13/2020		10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.00	
04/13/2020		30158 Stay Lodge 1116 Willowdale RD	1.00	
04/14/2020		10810 Oddfellows Building 112 Spencer (South) ST	0.00	
04/15/2020		10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.00	
04/21/2020		30033 Guest Inn 2220 Chattanooga RD	1.00	
04/22/2020		20054 Plaze Georgia 310 Brookhollow Ind. BLVD	0.00	
Total Activities for Type:			9	3.00

211 INSPECTION - Plan Review				
04/23/2020		20404 Tarkett 285 Kraft DR	2.00	
04/23/2020		30097 Hamilton Physicians Group 475 Reed RD /Suite 101	0.00	
04/29/2020		10331 Vacant 109 King (West) ST /SUITE -B	3.00	
04/30/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2020} And
{04/30/2020}**

Date	Time	Occupancy	Hrs	Fee
211 INSPECTION - Plan Review				
04/15/2020		40095 Walnut Creek 1115 Walnut (West) AVE	2.00	
Total Activities for Type:			5	7.00
250 INSPECTION - New Kitchen Hood Installation				
04/09/2020		50017 Del Taco 1203 Glenwood (North) AVE	0.00	
Total Activities for Type:			1	0.00
261 INSPECTION - OTC				
04/20/2020		40094 Chicken Salad Chick 1515 Walnut (West) AVE	0.00	
04/20/2020		20725 For Lashes and Brows 2708 Airport RD /3	0.00	
04/27/2020	09:55	20335 G&A Auto Repair 1224 Morris (East) ST	0.15	
Total Activities for Type:			3	0.15
262 INSPECTION - Alcohol				
04/28/2020		10460 CREATIVE ARTS GUILD 520 Waugh (West) ST	0.00	
Total Activities for Type:			1	0.00
290 INSPECTION - 100				
04/29/2020		50157 Ollie's 1205 Glenwood (North) AVE /Suite 1	0.00	
Total Activities for Type:			1	0.00

Grand Total Activities: 21

Grand Totals: 10.28 0.00

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Inspection Violations by Occupancy

Violation Date Reported Between {04/01/2020} And
{04/30/2020}

10280 Tasker's Barber and Salon
310 Hamilton (South) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/02/2020	2018 IFC 505.1 Address, in approved Notes: Install address signage on front of building.	1			0
04/02/2020	2018 IFC 506.1 Knox Box, requirements met Notes: Install Knox Box on building.	1			0
04/02/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: Install door on electrical panel. Install blanks in electrical panel.	1			0
04/02/2020	2018 IFC 906.1 MOD Fire extinguisher, required Notes: Install appropriate fire extinguishers. Ensure they are tagged by a GA licensed contractor.	1			0

Total Individual Violation Codes for Occupancy: 4

Grand Total Violations: 4

* Denotes Violations Corrected or Variance Issued

05/07/2020 15:22

05/01/2020 09:50
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

4/30/2020

P 1
glytdbud

FOR 2020 04

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,886,425	0	4,886,425	1,480,541.48	.00	3,405,883.52	30.3%
141400 000011 SALARIES OVERTIME	434,400	0	434,400	112,756.00	.00	321,644.00	26.0%
141400 000020 FICA	412,300	0	412,300	131,603.30	.00	280,696.70	31.9%
141400 000030 PENSION	149,000	0	149,000	47,939.97	.00	101,060.03	32.2%
141400 000032 PENSION - DB PLAN	1,997,725	0	1,997,725	479,906.09	.00	1,517,818.91	24.0%
141400 000040 HOSPITALIZATION I	744,500	0	744,500	243,970.00	.00	500,530.00	32.8%
141400 000043 INSURANCE - FIRE	17,000	0	17,000	.00	.00	17,000.00	.0%
141400 000045 EE LIFE & DISABIL	30,060	0	30,060	9,303.25	.00	20,756.75	30.9%
141400 000050 GENERAL INSURANCE	28,500	0	28,500	.00	.00	28,500.00	.0%
141400 000060 WORKER COMPENSATI	91,255	0	91,255	30,418.36	.00	60,836.64	33.3%
141400 000095 50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	2,367.12	.00	4,832.88	32.9%
141400 000110 TELEPHONE	31,000	0	31,000	9,821.36	763.57	20,415.07	34.1%
141400 000120 TRAINING EXPENSES	42,000	0	42,000	4,647.57	.00	37,352.43	11.1%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	2,518.70	.00	981.30	72.0%
141400 000123 HAZMAT MANAGEMENT	26,900	0	26,900	17,745.50	1,900.00	7,254.50	73.0%
141400 000330 UTILITIES	131,500	0	131,500	44,303.24	.00	87,196.76	33.7%
141400 000350 BUILDING MAINT &	60,000	0	60,000	11,863.96	4,570.29	43,565.75	27.4%
141400 000360 LEGAL FEES	4,800	0	4,800	915.00	307.50	3,577.50	25.5%
141400 000400 EQUIPMENT MAINT &	24,000	0	24,000	6,779.51	149.25	17,071.24	28.9%
141400 000410 GAS & OIL	65,000	0	65,000	11,681.15	.00	53,318.85	18.0%
141400 000440 SUPPLIES	30,000	0	30,000	6,234.41	934.81	22,830.78	23.9%
141400 000450 CLEANING ALLOWANC	49,920	0	49,920	1,889.00	.00	48,031.00	3.8%
141400 000460 UNIFORMS	140,000	0	140,000	73,597.22	.00	66,402.78	52.6%
141400 000830 MAINTENANCE - APP	100,000	0	100,000	69,594.60	34.49	30,370.91	69.6%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	1,621.44	116.18	6,462.38	21.2%
141400 001030 COMPUTER-SOFTWARE	25,100	0	25,100	3,157.21	.00	21,942.79	12.6%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	369.91	.00	6,630.09	5.3%
141400 001090 WELLNESS PROGRAM	4,000	0	4,000	.00	.00	4,000.00	.0%
141400 001300 MEALS	16,600	0	16,600	2,437.70	.00	14,162.30	14.7%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	1,350.70	.00	5,249.30	20.5%
141400 001620 VEHICLE IMPACT FE	1,100	0	1,100	.00	.00	1,100.00	.0%
141400 001665 RADIO SUBSCRIBER	10,750	0	10,750	10,492.20	.00	257.80	97.6%
141400 001990 MISCELLANEOUS	16,000	0	16,000	2,349.70	8.50	13,641.80	14.7%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	.00	.00	37,000.00	.0%
141400 084725 BUIDING/GROUNDS M	9,000	0	9,000	888.27	311.55	7,800.18	13.3%
TOTAL FIRE DEPARTMENT	9,653,335	0	9,653,335	2,823,063.92	9,096.14	6,821,174.94	29.3%
TOTAL GENERAL FUND - OPERATING	9,653,335	0	9,653,335	2,823,063.92	9,096.14	6,821,174.94	29.3%
TOTAL EXPENSES	9,653,335	0	9,653,335	2,823,063.92	9,096.14	6,821,174.94	

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP- 6
Effective: 2/4/2016
Revised: 2/4/2016
Reviewed: 05/26/20

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.

CITY OF DALTON
COMPETITIVE SEALED BID
 (Goods or Services with Aggregate Cost of \$20,000 and Above)

Department: DALTON FIRE DEPT.
 Date of Bid Opening : 03.12.20
 Place of Bid Opening: FINANCE DEPT.
 Time of Bid Opening: 2:00 PM
 Dates Advertised: _____

Description of Item bid: MID-SIZE SUV - #DFD 2020-01

Vendor	Bid Amount	Bid Bond Included	E-Verify Affidavit	Comments
BECK AUTO SALES	\$25,255.00			Did not meet all specs
ALAN JAY AUTOMOTIVE MGMT.	\$29,108.00			Did not meet all specs
FORD OF DALTON	\$29,693.00			Bid Awarded

Witnessed By: _____
 Finance Department: [Signature]
 Department: [Signature]
 Date: 3/12/20
 Comments: _____

Awarded To: Ford of Dalton
 In The Amount Of: \$29,693.00
 Date: 3/19/2020

CITY OF DALTON
COMPETITIVE SEALED BID
 (Goods or Services with Aggregate Cost of \$20,000 and Above)

Department: DALTON FIRE DEPT.
 Date of Bid Opening : 03.12.20
 Place of Bid Opening: FINANCE DEPT.
 Time of Bid Opening: 2:00 PM
 Dates Advertised: _____

Description of Item bid: FULL SIZE SUV - #DFD 2020-02

Vendor	Bid Amount	Bid Bond Included	E-Verify Affidavit	Comments
BECK AUTO SALES	\$37,522.48			Vehicle not considered right class
FORD OF DALTON	\$40,899.00			OPTION 1
FORD OF DALTON	\$39,556.00			OPTION2 -Awarded Bid

Witnessed By: _____
 Finance Department: [Signature]
 Department: [Signature]
 Date: 3.12.20
 Comments: For our purposes, the Ford Explorer is considered a Mid-Sized SUV and not a full-size SUV.

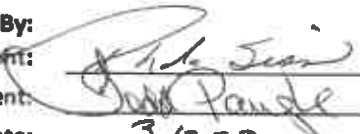
Awarded To: Ford of Dalton
 In The Amount Of: \$39,556.00
 Date: 3/19/2020

CITY OF DALTON
COMPETITIVE SEALED BID
(Goods or Services with Aggregate Cost of \$20,000 and Above)

Department: DALTON FIRE DEPT.
Date of Bid Opening : 03.12.20
Place of Bid Opening: FINANCE DEPT.
Time of Bid Opening: 2:00 PM
Dates Advertised:

Description of Item bid: 3/4 TON PICKUP CREW CAB 4X4
#DFD 2020-03

Vendor	Bid Amount	Bid Bond Included	E-Verify Affidavit	Comments
DON JACKSON CHRYSLER*	\$39,529.00			Did not meet specs
BECK AUTO SALES	\$42,254.16			High Bid
FORD OF DALTON	\$40,459.00			
ALAN JAY AUTOMOTIVE	\$39,995.00			Did not meet specs

Witnessed By: 
Finance Department:
Department:
Date: 3.12.20
Comments:

Awarded To: Ford of Dalton
In The Amount Of: \$40,459.00
Date: 3/17/2020