



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, JANUARY 23, 2024  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- 1.** Fire Department - Personnel Matter-Promotions
  1. Donnie Blankenship-Preventions Division Coordinator
  2. Justin Rishel-Lieutenant
  3. Matt Asbell-Lieutenant
  4. Chad Hall-Lieutenant

**Public Commentary**

**Election of Officers**

- 2.** Election of Chairman  
Election of Secretary

**Approval of Minutes**

- 3.** December 19, 2023

**Police Department**

- 4.** Crime/Crash Statistics December 2023
- 5.** Financial Statistics December 2023
- 6.** Written Directive Review

**Fire Department**

- 7.** Statistical Report for December 2023
- 8.** Financial Report for December 2023

**Adjournment**

# DALTON FIRE DEPARTMENT

MATT DANIEL  
Fire Chief  
Telephone 706-278-7363  
Fax 706-272-7107  
mdaniel@daltonga.gov

404 School Street  
Dalton, GA 30720



PUBLIC SAFETY COMMISSION  
Truman Whitfield  
Terry Mathis  
Alex Brown

January 23, 2024

Greetings,

I am making a recommendation for the promotion of Inspector Donnie Blankenship to the rank of Prevention Division Coordinator. This promotion will fill the vacancy left by the promotion of Division Chief Matt Daniel to the rank of Fire Chief. Donnie has met the required prerequisites set forth for this promotion.

Inspector Blankenship has been employed with the City of Dalton Fire Department since November 2002. Donnie progressed through the suppression ranks making Firefighter 3 in February 2011 before being reassigned to the Fire Prevention Division as an Inspector in November 2015. Since then, Inspector Blankenship has completed numerous certifications through the State of Georgia, National Board on Fire Service Professional Qualifications, and International Code Council that prove invaluable in the performance of his assigned duties. Additionally, Inspector Blankenship has been a certified fire investigator since March 2016 and actively participates in fire investigations within the city.

I would appreciate your support in recognizing Inspector Donnie Blankenship with a promotion to Prevention Division Coordinator.

Thank you all for your consideration.

Matt Daniel

A handwritten signature in black ink that reads "Matt Daniel". The signature is written in a cursive, flowing style.

Fire Chief

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January 23, 2024

Greetings,

I am making a recommendation for the promotion of Firefighter 3 Chad Hall to the rank of Lieutenant. This promotion will fill the vacancy left by the retirement of Lieutenant Kirk Williams. Firefighter 3 Hall has met the required prerequisites set forth for the rank of Lieutenant.

Chad was employed with the City of Dalton Fire Department in September 2003. Prior to joining our department, he was a non-commissioned officer in the United States Marine Corps. Chad was promoted to the rank of Firefighter 3 in September 2012, where he has served as a senior firefighter and fill-in officer. In this role, Chad's battalion chief has reported he has become a respected leader among the ranks on his shift. He also stated Chad continuously works to improve his performance and displays the attributes Dalton Fire Department expects from our leadership. According to numerous other officers and firefighters, Chad's work ethic is beyond compare and his efforts contribute greatly to his assigned crew and station. Firefighter 3 Hall is a member of the department's Special Operations Team and holds numerous technician level certifications for technical rescue and hazardous materials response. In addition, Firefighter 3 Hall is an advanced EMT and a graduate of the Georgia FLAMES program.

I would appreciate your support in recognizing Firefighter 3 Chad Hall with a promotion to the rank of Lieutenant.

Thank you all for your consideration.

Matt Daniel

A handwritten signature in black ink that reads 'Matt Daniel' in a cursive style.

Fire Chief

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January 23, 2024

Greetings,

I am making a recommendation for the promotion of Fire Instructor Justin Rishel to the rank of Lieutenant within the Training Division. Instructor Rishel has met all prerequisites set forth for the aforementioned promotion.

Rishel joined the City of Dalton Fire Department in January 2003 and was assigned to the Training Division in June 2019. Since his appointment to the Training Division, Instructor Rishel has exhibited excellence in the performance of his assigned duties. Instructor Rishel consistently works well beyond expectations during the delivery of: recruit classes, acquired structure training, forcible entry, technical rescue, firefighter survival, engine company operations, and numerous other programs. Additionally, he currently serves as the department's hazardous materials program coordinator. Throughout his appointment, Instructor Rishel has performed above expectations while continuing to learn more about the Training Division, interpersonal dynamics, and teambuilding strategies. Perhaps most importantly, his passion for the job and thirst for knowledge are second to none.

For these reasons, I would appreciate your support in recognizing Fire Instructor Justin Rishel with a promotion to the rank of Lieutenant.

Thank you all for your consideration.

Matt Daniel

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Fire Chief

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Terry Mathis  
Alex Brown

January 23, 2024

Greetings,

I am making a recommendation for the promotion of Firefighter 3 Matt Asbell to the rank of Lieutenant. This promotion will fill the vacancy left by the retirement of Lieutenant Shane Browder. Firefighter Asbell has met the required prerequisites set forth for the rank of Lieutenant.

Firefighter Asbell was employed with Dalton Fire Department in January 2003. During his career with the department, he has gained invaluable experience with a vast array of emergencies preparing him for the decision making required for this position. Matt has continued to prove himself an informal leader within the ranks of the department and has gained the respect of his coworkers. He has the experience, leadership skills, and temperament to make him a great leader for our department. Since being promoted to the rank of Firefighter 3 in July 2017, Firefighter Asbell has had multiple opportunities to ride up as officer-in-charge, where he has performed admirably, developing into a trusted and competent leader.

I would appreciate your support in recognizing Firefighter 3 Matt Asbell with a promotion to the rank of Lieutenant.

Thank you all for your consideration.

Matt Daniel

A handwritten signature in black ink that reads "Matt Daniel". The signature is written in a cursive, flowing style.

Fire Chief

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
DECEMBER 19, 2023

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Anthony Walker, Fire Chief Matt Daniel, Police Chief Cliff Cason, Assistant Police Chief Chris Crossen, City Attorney Terry Miller, and Assistant City Administrator Todd Pangle. Commissioner Terry Mathis was absent.

AGENDA AMENDMENT

On the motion of Commissioner Brown, second Commissioner Walker, the agenda was amended to add Adjournment at the end of the meeting. The vote was unanimous in favor.

AGENDA APPROVAL

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

PUBLIC COMMENTARY

There were no public comments.

PERSONNEL MATTERS

Fire Department – New Firefighter

On the motion of Commissioner Brown, second Commissioner Walker the Commission approved recruit Josh Young as a new firefighter for the Dalton Fire Department. The vote was unanimous in favor.

MEETING DATES

On the motion of Commissioner Walker, second Commissioner Brown, the Commission approved the following 2024 Public Safety Commission meeting dates.

- January 23, 2024
- February 27, 2024
- March 26, 2024
- April 23, 2024
- May 28, 2024
- June 25, 2024
- July 23, 2024
- August 27, 2024
- September 24, 2024
- October 22, 2024
- November 19, 2024
- December 17, 2024

The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for November 28, 2023. On the motion of Commissioner Walker, second Commissioner Brown, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for November 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of November 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 15.05% lower and Part II crimes are approximately 9.9% lower when compared to the past 5-year average. Chief Cason further reported there were 123 non-private property crashes reported for the month and crashes decreased over the previous month.

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

POLICE DEPARTMENT

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Financial Statistics for November 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of November 2023. Chief Cason reported the department has expended 79.9% of the FY 2023 budget, and will have sufficient funds to meet the goals of the department.

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

Written Directive Review

Police Chief Cliff Cason presented the following Written Directive reviews for approval:

- 2.22 Accident Review Procedures
- 2.25 Biased Policing
- 3.15 Workers' Compensation
- 4.17 Ride-along program
- 7.23 Asset Forfeiture

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

FIRE DEPARTMENT

Monthly Statistical Report – November 2023

Fire Chief Matt Daniel presented the November 2023 Statistical Report to the Commission. Chief Daniel outlined details of the complete report, which included the Incident Report with 351 Total Responses, an Injuries and Property Report, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – November 2023

Fire Chief Matt Daniel presented the Financial Report for the month of November 2023 to the Commission. Chief Daniel stated the department has expended 87.8% of the budget, and are on track for the remainder of the FY 2023

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

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:20 a.m.

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

ATTEST:

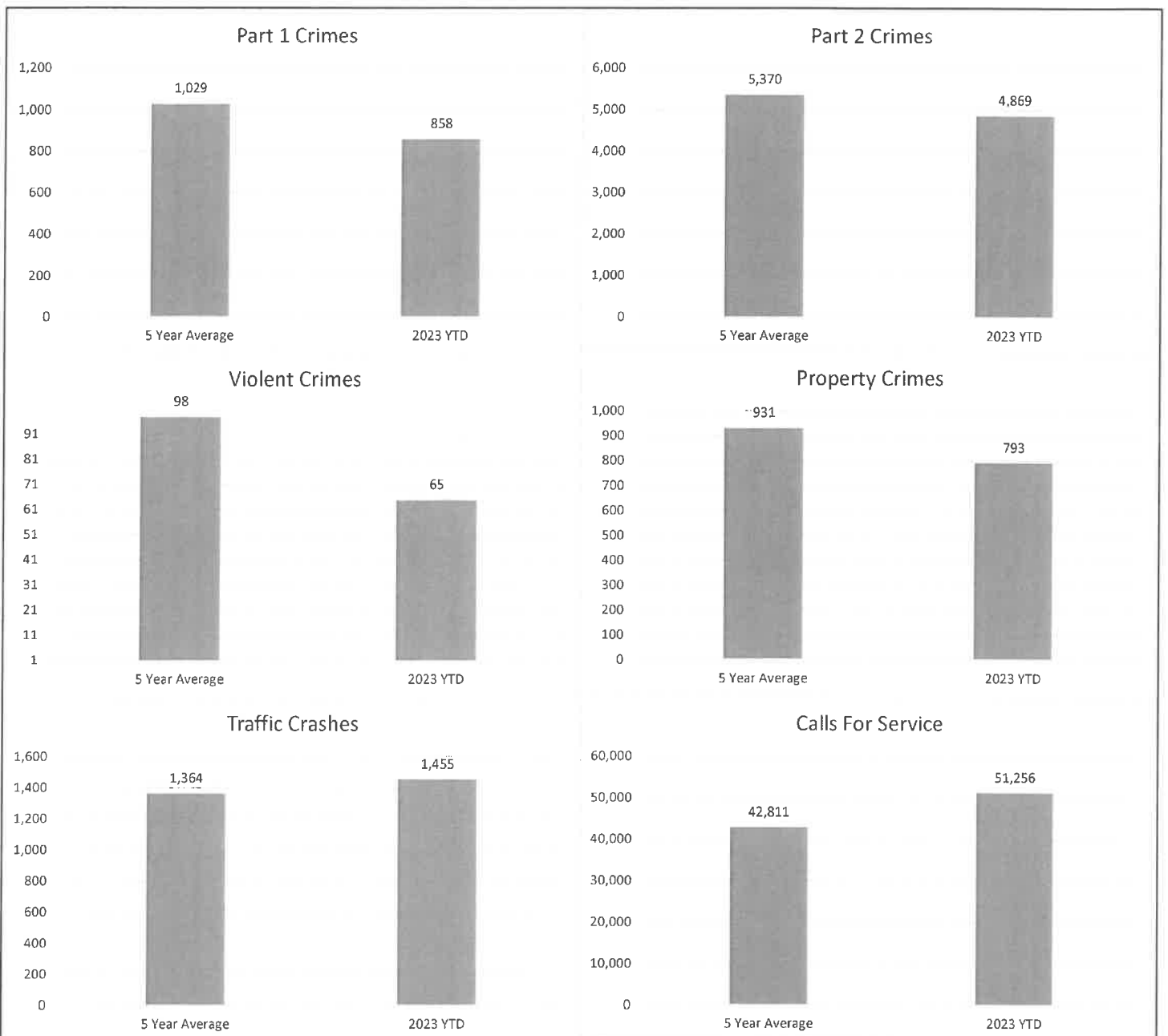
\_\_\_\_\_  
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JANUARY 23, 2024**

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

**General**

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 16.59% lower than the five-year average. Part 2 crimes have decreased by approximately 9.3% during the same time. Property crimes show a decrease of approximately 14.8% from the five-year average. Violent crimes show a decrease of approximately 33.7% when compared to the five-year average. Traffic crashes are approximately 6.7% higher than the five-year average. Calls for service show an increase of approximately 19.7% during the same time.





**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JANUARY 23, 2024**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023  
December 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	1129	952	903	987	858	
Homicides	1	0	1	2	1	
Rape	16	7	15	10	15	
Robbery	10	23	9	20	11	
Aggravated Assault	64	73	78	62	38	
<b>Violent Crime Totals</b>	<b>91</b>	<b>103</b>	<b>103</b>	<b>94</b>	<b>65</b>	
Burglary	108	93	94	84	57	
Larceny-Theft	863	679	614	731	690	
Motor Vehicle Theft	66	75	90	70	44	
Arson	1	2	2	8	2	
<b>Property Crime Totals</b>	<b>1038</b>	<b>849</b>	<b>800</b>	<b>893</b>	<b>793</b>	
Violent Crime Clearance	84%	62%	66%	68%	69%	
Property Crime Clearance	38%	32%	41%	47%	54%	
Part I Arrests	388	269	273	350	341	
Citations	12,644	11,704	11,344	12,062	18,314	
Calls for Service	43,008	46,758	41,916	40,294	51,256	
Traffic Crashes	1,415	1,153	1,400	1,425	1,455	

**Analysis**

In the year to date 2023 there have been 858 Part 1 crimes reported, compared to 987 in 2022. Traffic crashes have increased approximately 2.1% from 2022. Calls for service have increased by approximately 27.2% from 2022.

There have been 65 violent crimes reported 2023 YTD compared to 94 reported violent crimes 2022 YTD. Robberies and aggravated assaults have reduced significantly from 2022 numbers. Year to date property crimes have shown a decrease of approximately 11.2% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 14.8% lower than the average of 931. Violent crime numbers are approximately 33.7% lower than the five-year average of 98.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JANUARY 23, 2024**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	12/23	12/22	YTD	YTD	12/23	12/22	YTD	YTD	12/23	12/22	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	1	2	0	0	1	1	0	0	1	2
Rape	0	0	15	10	0	1	4	8	0	0	2	2
Robbery	0	0	11	20	1	1	11	20	0	1	10	18
Aggravated Assault	6	3	38	62	5	3	29	35	4	2	25	28
Burglary	2	7	57	84	2	2	32	26	1	2	21	17
Larceny - Theft	49	70	690	731	28	35	378	363	25	26	273	269
Motor Vehicle Theft	3	4	44	70	1	3	16	28	0	1	7	11
Arson	0	1	2	8	0	0	2	3	0	0	2	3
<b>PART I SUBTOTAL</b>	<b>60</b>	<b>85</b>	<b>858</b>	<b>987</b>	<b>37</b>	<b>45</b>	<b>473</b>	<b>484</b>	<b>30</b>	<b>32</b>	<b>341</b>	<b>350</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	25	21	309	346	23	20	275	302	21	14	178	203
Forgery/Counterfeiting	5	8	69	71	2	7	32	31	2	5	26	23
Fraud	12	16	200	188	2	5	43	38	1	1	30	23
Embezzlement	0	0	0	0	0	0	1	1	0	0	0	0
Stolen Property	0	0	9	10	0	0	13	5	0	0	13	5
Vandalism	14	21	243	240	16	12	111	79	9	7	79	46
Weapons Violations	1	0	36	48	1	0	44	42	1	0	44	41
Commercial Sex	0	0	0	2	0	0	0	1	0	0	0	0
Other Sex Offenses	5	1	53	45	3	2	34	22	0	0	8	5
Drug Sales	4	4	41	56	2	3	39	52	2	2	39	46
Drug Possession	13	19	201	232	10	17	168	189	7	13	136	147
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	7	6	60	57	6	10	51	50	5	9	44	42
Liquor Violations	7	3	96	81	6	2	81	66	6	2	81	64
Drunkenness	5	9	87	97	5	9	92	91	5	9	90	90
Other Disorderly Conduct	19	14	163	160	20	13	167	138	17	9	133	101
Curfew Violations	0	0	12	7	0	0	13	2	0	0	10	2
All Other Offenses	224	157	3030	2325	327	239	3603	2836	315	232	3381	2620
DUI	27	16	260	200	30	17	261	207	30	17	261	207
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>368</b>	<b>295</b>	<b>4869</b>	<b>4165</b>	<b>453</b>	<b>356</b>	<b>5028</b>	<b>4152</b>	<b>421</b>	<b>320</b>	<b>4553</b>	<b>3665</b>
<b>PART I AND II TOTAL</b>	<b>428</b>	<b>380</b>	<b>5727</b>	<b>5152</b>	<b>490</b>	<b>401</b>	<b>5501</b>	<b>4636</b>	<b>451</b>	<b>352</b>	<b>4894</b>	<b>4015</b>

	<b>Crashes</b>				<b>Enforcement</b>				
	12/23	12/22	2023 YTD	2022 YTD	12/23	12/22	2023 YTD	2022 YTD	
Public Roadway	140	137	1,455	1,425					
911 Calls	3,617	3,844	51,256	40,294					
					Citations	650	561	8,259	6,463
					Warnings	665	590	10,055	5,599
					Totals	1,315	1,151	18,314	12,062

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
JANUARY 23, 2024**

**December 2023 Crash Statistics**

In December 2023 there were 140 non-private property crashes reported. Injury crashes and total injuries increased compared to the previous month. Angle crashes were the most prevalent during December 2023. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor for injury crashes. Walnut Ave had the highest number of non-injury crashes and injury crashes.

<b>December 2023 Crash Statistics</b>						
<b>Total Crashes</b>	<b>December 2023</b>	<b>November 2023</b>	<b>Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>Change</b>
	140	123	13.8%	1455	1425	2.1%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	31	23	6	1	1	12
<b>Total Injuries</b>	45					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
9	14	5		25		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	18		0000 - 0559	9		
Tuesday	19		0600 - 0859	14		
Wednesday	13		0900 - 1059	9		
Thursday	17		1100 - 1359	26		
Friday	26		1400 - 1559	24		
Saturday	26		1600 - 1859	39		
Sunday	21		1900 - 2159	13		
			2200 - 2359	6		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	54		Failure to Yield	26		
Rear End	37		Following Too Closely	25		
Collision with an Object	26		Too Fast For Conditions	16		
Sideswipe - Same Direction	17		Changed Lanes Improperly	15		
Head On	4		Under The Influence	7		
Sideswipe - Opposite Direction	2					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	15	10.7%	9	20.0%		
Chattanooga Rd	15	10.7%	6	13.3%		
Glenwood Ave	9	6.4%	5	11.1%		
Thornton Ave	7	5.0%	0	0.0%		
Shugart Rd	6	4.3%	1	2.2%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
December 2023	Glenwood, Walnut, Thornton Ave		15	156		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING

JANUARY 23, 2024

SUMMMARY OF THE FINACIAL STATISTICS FOR DECEMBER 2023

As we close out the police department budget for 2023 we have expended approximately 89.5% of our 2023 budget. There are still a couple of outstanding invoices, but we anticipate closing out the FY 2023 under budget.

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 0010 GENERAL FUND -- OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>321000 PD ADMINISTRATION</b>							
321000 511100 WAGES - REGULAR	477,000	0	477,000	471,392.44	.00	5,607.56	98.8%
321000 511300 WAGES - OVERTIME	1,700	0	1,700	444.70	.00	1,255.30	26.2%
321000 512100 GROUP INSURANCE	38,780	-650	38,130	25,711.02	.00	12,418.98	67.4%
321000 512200 FICA & MEDICARE	37,000	0	37,000	36,416.08	.00	583.92	98.4%
321000 512401 RETIREMENT DCP	14,940	0	14,940	14,415.85	.00	524.15	96.5%
321000 512402 RETIREMENT DBP	40,250	650	40,900	40,867.04	.00	32.96	99.9%
321000 512403 RETIREMENT STATE	1,200	0	1,200	1,200.00	.00	.00	100.0%
321000 512700 WORKERS COMPENSAT	10,100	0	10,100	10,100.00	.00	.00	100.0%
321000 512900 OTHER EMPLOYEE BE	3,750	0	3,750	2,834.66	.00	915.34	75.6%
321000 512915 CLEANING ALLOWANC	1,800	0	1,800	764.00	.00	1,036.00	42.4%
321000 512916 CLOTHING ALLOWANC	1,800	0	1,800	1,800.00	.00	.00	100.0%
321000 521210 PROFESSIONAL - LE	20,000	0	20,000	6,249.13	.00	13,750.87	31.2%
321000 521300 TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	0%
321000 522220 EQUIPMENT MAINT &	5,000	0	5,000	2,418.01	.00	2,581.99	48.4%
321000 522230 VEHICLE REPAIRS &	4,000	0	4,000	1,713.11	.00	2,286.89	42.8%
321000 522320 RENTAL - EQUIPMEN	9,000	0	9,000	6,712.96	109.80	2,177.24	75.8%
321000 523100 INSURANCE COMMERC	118,000	23,835	141,835	141,833.00	.00	2.00	100.0%
321000 523200 COMMUNICATIONS	50,000	0	50,000	48,308.86	171.36	1,519.78	97.0%
321000 523210 POSTAGE	3,500	0	3,500	2,529.40	.00	970.60	72.3%
321000 523400 PRINTING & BINDIN	3,000	0	3,000	2,585.80	.00	414.20	86.2%
321000 523500 TRAVEL	9,000	0	9,000	12,648.78	.00	414.20	86.2%
321000 523600 DUES & FEES	4,000	4,500	13,500	12,648.78	.00	851.22	93.7%
321000 523630 RADIO SUBSCRIBER F	4,000	0	4,000	2,410.37	.00	1,589.63	60.3%
321000 523700 TRAINING & EDUCAT	27,000	-3,500	23,500	23,155.20	.00	344.80	98.5%
321000 523850 CONTRACT LABOR	7,500	-1,000	6,500	4,927.00	.00	1,573.00	75.8%
321000 523920 SOFTWARE LICENSES	5,400	17,000	22,400	18,264.67	.00	4,135.33	81.5%
321000 531100 SUPPLIES - GENERA	177,900	-10,000	167,900	147,125.09	.00	20,774.91	87.6%
321000 531110 SUPPLIES - OFFICE	800	0	800	239.73	.00	560.27	30.0%
321000 531250 OIL	2,000	0	2,000	72.56	.00	1,927.44	3.6%
321000 531270 GASOLINE	1,000	0	1,000	.00	.00	1,000.00	.0%
321000 531300 MEALS - FOOD	6,000	0	6,000	5,954.56	.00	45.44	99.2%
321000 531600 SMALL EQUIPMENT <	2,000	2,000	4,000	3,933.00	.00	67.00	98.3%
321000 531700 OTHER SUPPLIES	1,400	3,700	5,100	4,899.00	.00	201.00	96.1%
321000 531700 OTHER SUPPLIES	2,000	0	2,000	1,360.11	.00	639.89	68.0%
<b>TOTAL PD ADMINISTRATION</b>	<b>1,090,820</b>	<b>36,535</b>	<b>1,127,355</b>	<b>1,043,286.13</b>	<b>281.16</b>	<b>83,787.71</b>	<b>92.6%</b>

YEAR-TO-DATE BUDGET REPORT



FOR 2023 12

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>0010</b>								
<b>522100 PD CRIMINAL INVESTIGATION DIV</b>								
322100 511100	WAGES - REGULAR	1,092,350	0	1,092,350	1,027,474.43	.00	64,875.57	94.1%
322100 511300	WAGES - OVERTIME	48,700	0	48,700	8,313.96	.00	40,386.04	17.1%
322100 512100	GROUP INSURANCE	212,400	0	212,400	181,824.22	.00	30,575.78	85.6%
322100 512200	FICA & MEDICARE	87,300	0	87,300	76,785.71	.00	10,514.29	88.0%
322100 512401	RETIREMENT DCP	78,500	-1,700	76,800	60,193.87	.00	16,606.13	78.4%
322100 512402	RETIREMENT DBP	44,500	11,700	56,200	56,150.57	.00	49.43	99.9%
322100 512403	RETIREMENT STATE	4,500	0	4,500	4,150.00	.00	350.00	92.2%
322100 512700	WORKERS COMPENSAT	28,680	0	28,680	28,680.00	.00	.00	100.0%
322100 512900	OTHER EMPLOYEE BE	6,800	0	6,800	6,130.64	.00	669.36	90.2%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	3,307.75	.00	692.25	82.7%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	8,343.00	.00	657.00	92.7%
322100 522220	EQUIPMENT MAINT &	3,500	-1,200	2,300	563.19	.00	1,736.81	24.5%
322100 522230	VEHICLE REPAIRS &	14,400	0	14,400	4,806.05	.00	2,193.95	68.7%
322100 523500	TRAVEL	14,400	0	14,400	14,372.60	.00	27.40	99.8%
322100 523600	DUES & FEES	5,500	-2,000	3,500	833.00	.00	2,667.00	23.8%
322100 523700	TRAINING & EDUCAT	14,400	0	14,400	14,400.00	.00	.00	100.0%
322100 523900	PEPI OTHER PURCHAS	25,000	-10,000	15,000	10,000.00	.00	5,000.00	66.7%
322100 531100	SUPPLIES - GENERA	3,500	0	3,500	2,131.77	.00	1,368.23	60.5%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	2,471.83	.00	1,528.17	61.8%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	18,500	0	18,500	17,135.63	.00	1,364.37	92.6%
322100 531300	MEALS - FOOD	700	0	700	20.83	.00	679.17	3.0%
322100 531600	SMALL EQUIPMENT <	0	1,500	1,500	1,154.43	.00	345.57	77.6%
322100 531700	OTHER SUPPLIES	5,000	-300	4,700	3,645.46	.00	1,054.54	77.6%
322100 542400	COMPUTERS & COMPU	14,400	0	14,400	14,400.00	.00	.00	100.0%
<b>TOTAL PD CRIMINAL INVESTIGATION DIV</b>		<b>1,736,030</b>	<b>-2,000</b>	<b>1,734,030</b>	<b>1,547,288.94</b>	<b>.00</b>	<b>186,741.06</b>	<b>89.2%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
<b>322300 PD PATROL</b>								
322300 511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	3,568,890.13	.00	394,809.87	90.0%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	65,862.36	.00	1,937.64	97.1%
322300 512100	GROUP INSURANCE	611,670	0	611,670	550,228.06	.00	61,441.94	90.0%
322300 512200	FICA & MEDICARE	309,750	0	309,750	270,720.31	.00	39,029.69	87.4%
322300 512401	RETIREMENT DCP	352,600	0	352,600	306,294.99	.00	46,305.01	86.9%
322300 512402	RETIREMENT DBP	60,800	-10,000	50,800	41,545.46	.00	9,254.54	81.8%
322300 512403	RETIREMENT STATE	21,500	0	21,500	16,825.12	.00	4,674.88	78.3%
322300 512700	WORKERS COMPENSAT	121,380	0	121,380	121,380.00	.00	0.00	100.0%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	22,044.98	.00	3,355.02	86.8%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	9,531.00	.00	469.00	95.3%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	11,322.94	.00	177.06	98.5%
322300 522230	VEHICLE REPAIRS &	48,000	17,400	65,400	62,362.30	50.00	2,987.70	95.4%
322300 522230	SHOP VEHICLE EXP -	128,000	-20,000	108,000	104,013.29	.00	3,986.71	96.3%
322300 523500	TRAVEL	64,500	5,000	69,500	67,576.62	.00	1,923.38	97.2%
322300 523500	DUES & FEES	3,800	-2,000	1,800	969.99	.00	830.01	53.9%
322300 523700	TRAINING & EDUCAT	44,000	-5,000	39,000	24,210.72	.00	14,789.28	62.1%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	3,739.29	.00	1,760.71	68.0%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	897.12	.00	2,102.88	29.9%
322300 531120	UNIFORMS	64,000	0	64,000	59,781.16	19.75	4,199.09	93.4%
322300 531250	OIL	3,000	0	3,000	1,785.34	.00	1,214.66	59.5%
322300 531270	GASOLINE	175,000	0	175,000	167,582.11	.00	7,417.89	95.8%
322300 531300	MEALS - FOOD	2,000	0	2,000	84.01	.00	1,915.99	4.2%
322300 531600	SMALL EQUIPMENT <	35,295	32,300	67,595	50,252.60	.00	17,342.40	74.3%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	2,567.07	.00	2,432.93	51.3%
<b>TOTAL PD PATROL</b>		<b>6,154,195</b>	<b>700</b>	<b>6,154,895</b>	<b>5,530,466.97</b>	<b>69.75</b>	<b>624,358.28</b>	<b>89.9%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322400 PD SUPPORT SERVICES</b>								
322400	5111100	687,750	0	687,750	648,168.59	.00	39,581.41	94.2%
322400	511200	12,000	0	12,000	.00	.00	12,000.00	0.0%
322400	511300	11,375	0	11,375	2,102.63	.00	9,272.37	18.5%
322400	512100	162,720	0	162,720	125,883.91	.00	36,836.09	77.4%
322400	512200	54,400	0	54,400	47,600.51	.00	6,799.49	87.5%
322400	512401	40,300	0	40,300	35,264.57	.00	5,035.43	87.5%
322400	512402	37,000	0	37,000	33,601.06	.00	3,398.94	90.8%
322400	512403	1,200	100	1,300	1,224.88	.00	75.12	94.2%
322400	512700	21,840	0	21,840	21,840.00	.00	.00	100.0%
322400	512900	4,200	0	4,200	3,832.99	.00	367.01	91.3%
322400	512915	2,400	0	2,400	312.25	.00	2,087.75	13.0%
322400	512916	600	0	600	600.00	.00	.00	100.0%
322400	521300	18,500	-4,100	14,400	4,699.90	.00	9,700.10	32.6%
322400	522140	13,500	0	13,500	10,917.00	.00	2,583.00	80.9%
322400	522210	40,000	-5,000	35,000	17,717.10	140.00	17,142.90	51.0%
322400	522230	3,000	0	3,000	2,301.67	137.39	560.94	81.3%
322400	523500	21,000	0	21,000	17,274.80	.00	3,725.20	82.3%
322400	523600	2,700	0	2,700	1,094.92	.00	1,605.08	40.6%
322400	523620	450	0	450	349.05	.00	100.95	77.6%
322400	523700	21,000	0	21,000	21,000.00	.00	.00	100.0%
322400	531100	3,500	0	3,500	2,023.00	.00	1,477.00	57.8%
322400	531110	3,200	0	3,200	2,057.80	.00	1,142.20	64.3%
322400	531120	4,000	0	4,000	2,482.95	.00	1,517.05	62.1%
322400	531150	2,500	0	2,500	.00	.00	2,500.00	0.0%
322400	531155	28,000	-5,000	23,000	8,402.40	26.04	14,571.56	36.6%
322400	531200	62,500	0	62,500	48,632.32	.00	13,867.68	77.8%
322400	531250	300	0	300	.00	.00	300.00	0.0%
322400	531270	8,000	0	8,000	7,677.13	.00	322.87	96.0%
322400	531300	5,500	0	5,500	441.19	.00	58.81	88.2%
322400	531700	14,000	0	14,000	8,671.68	.00	5,328.32	61.9%
<b>TOTAL PD SUPPORT SERVICES</b>		<b>1,282,435</b>	<b>-14,000</b>	<b>1,268,435</b>	<b>1,076,174.30</b>	<b>303.43</b>	<b>191,957.27</b>	<b>84.9%</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322600 CUSTODY OF PRISONERS</b>							
322600 523900 OTHER PURCHASED S	105,000	-8,835	96,165	89,200.06	.00	6,964.94	92.8%
TOTAL CUSTODY OF PRISONERS	105,000	-8,835	96,165	89,200.06	.00	6,964.94	92.8%
TOTAL GENERAL FUND - OPERATING	10,368,480	12,400	10,380,880	9,286,416.40	654.34	1,093,809.26	89.5%
TOTAL EXPENSES	10,368,480	12,400	10,380,880	9,286,416.40	654.34	1,093,809.26	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	12,400	10,380,880	9,286,416.40	654.34	1,093,809.26	89.5%

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## YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
<b>210001 REVENUES</b>							
210001 351320 STATE CASH CONFISC	-50,000	12,400	-37,600	-80,385.36	.00	42,785.36	213.8%
210001 361400 JUSTI INTEREST JUS	0	-200	-200	-217.31	.00	17.31	108.7%
210001 361400 STATE INTEREST INC	-250	-3,250	-3,500	-3,633.58	.00	133.58	103.8%
210001 361400 TREAS INTEREST TRE	-50	-950	-1,000	-558.70	.00	-441.30	55.9%*
210001 392100 STATE SALE OF ASSE	-6,000	-8,000	-14,000	-26,461.85	.00	12,461.85	189.0%
<b>TOTAL REVENUES</b>	<b>-56,300</b>	<b>0</b>	<b>-56,300</b>	<b>-111,256.80</b>	<b>.00</b>	<b>54,956.80</b>	<b>197.6%</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
<b>210415 EXPENDITURES</b>							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	4,423.49	.00	76.51	98.3%
210415 523200 STATE COMMUNICATIO	23,000	-1,500	21,500	18,510.29	.00	2,989.71	86.1%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	0%
210415 523600 STATE DUES & FEES	0	1,500	1,500	1,240.69	.00	259.31	82.7%
210415 523700 STATE TRAINING & E	15,000	-3,000	12,000	4,595.00	.00	7,405.00	38.3%
210415 531600 STATE SMALL EQUIPM	22,000	3,000	25,000	24,014.60	.00	985.40	96.1%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	0%
210415 531700 STATE OTHER SUPPLI	500	0	500	497.00	.00	3.00	99.4%
TOTAL EXPENDITURES	65,600	0	65,600	53,281.07	.00	12,318.93	81.2%
TOTAL CONFISCATED ASSETS	9,300	0	9,300	-57,975.73	.00	67,275.73	-623.4%
TOTAL REVENUES	-56,300	0	-56,300	-111,256.80	.00	54,956.80	
TOTAL EXPENSES	65,600	0	65,600	53,281.07	.00	12,318.93	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

	ORIGINAL APPROP	TRANSFERS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	-57,975.73	.00	67,275.73	-623.4%

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YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370001 REVENUES</b>								
370001 361400 INTEREST INCOME		0	-36,095	-36,095	-125,948.42	.00	89,853.42	348.9%
TOTAL REVENUES		0	-36,095	-36,095	-125,948.42	.00	89,853.42	348.9%



YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370002 OTHER FINANCING SOURCES</b>							
370002 391000 0361 TRANSFERS IN	0	-2,065,390	-2,065,390	-2,065,390.00	.00	.00	100.0%
370002 391000 GF TRANSFERS IN	0	-5,314,000	-5,314,000	-5,181,000.00	.00	-133,000.00	97.5%*
370002 392100 SALE OF ASSETS (G	0	-21,700	-21,700	-21,676.90	.00	-23.10	99.9%*
TOTAL OTHER FINANCING SOURCES	0	-7,401,090	-7,401,090	-7,268,066.90	.00	-133,023.10	98.2%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTM	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370005 EXPENDITURES</b>							
370005 522210 350 FACILITY REPAIR	0	219,092	219,092	219,092.46	.00	.00	100.0%
370005 522210 610 FACILITY REPAIR	0	373,758	373,758	150,184.89	50,919.23	172,654.07	53.8%
370005 522240 420 SITE R&M 2024	0	1,200,000	1,200,000	.00	.00	1,200,000.00	0%
370005 523600 DUES & FEES	0	653,390	653,390	.00	353,190.00	2,300.00	54.1%
370005 531600 610 SMALL EQUIPMEN	0	7,500	7,500	2,569.15	.00	4,930.85	34.3%
370005 541100 132 SITES	0	323.42	323.42	.00	.00	.00	100.0%
370005 541200 610 SITE IMPROVEME	0	1,500,000	1,500,000	.00	.00	1,500,000.00	0%
370005 541300 132 BUILDINGS & BU	0	1,203,426	1,203,426	1,203,426.00	.00	2,000,000.00	100.0%
370005 541300 350 BUILDINGS & BU	0	14,900	14,900	.00	.00	.00	100.0%
370005 541300 610 BUILDINGS & BU	0	349,360	349,360	349,270.29	.00	89.44	100.0%
370005 541400 132 INFRASTRUCTURE	0	371,725	371,725	273,249.54	.00	98,475.46	73.5%
370005 542100 420 MACHINERY	0	1,986,583	1,986,583	763,257.00	1,257,162.00	-33,836.00	101.7%*
370005 542100 610 MACHINERY	0	63,000	63,000	63,000.00	.00	.00	100.0%
370005 542200 132 VEHICLES	0	60,210	60,210	.00	.00	60,210.00	0%
370005 542200 320 VEHICLES	0	512,700	512,700	207,233.34	268,513.95	36,952.71	92.8%
370005 542200 350 VEHICLES FD	0	65,105	65,105	63,043.17	.00	2,061.83	96.8%
370005 542200 420 VEHICLES	0	180,000	180,000	.00	140,215.00	39,785.00	77.9%
370005 542400 610 VEHICLES	0	97,624	97,624	44,624.00	46,520.00	6,480.00	93.4%
370005 542400 153 COMPUTERS & CO	0	222,023	222,023	7,553.97	79,900.35	134,568.31	39.4%
370005 542500 132 OTHER EQUIPMEN	0	6,070	6,070	6,069.91	.00	.00	100.0%
370005 542500 153 OTHER EQUIPMEN	0	62,000	62,000	61,481.75	.00	518.25	99.2%
370005 542500 154 OTHER EQUIPMEN	0	69,409	69,409	69,408.77	.00	.00	100.0%
370005 542500 265 OTHER EQUIPMEN	0	0	0	.00	12,845.00	-12,845.00	100.0%*
370005 542500 320 OTHER EQUIPMEN	0	98,000	98,000	55,018.00	.00	42,982.00	56.1%
370005 542500 350 OTHER EQUIPMEN	0	20,890	20,890	20,374.00	.00	516.00	97.5%
<b>TOTAL EXPENDITURES</b>	0	11,337,088	11,337,088	3,574,079.66	2,209,265.53	5,553,742.92	51.0%
<b>TOTAL CAPITAL ACQUISITION FUND</b>	0	3,899,903	3,899,903	-3,819,935.66	2,209,265.53	5,510,573.24	-41.3%
<b>TOTAL REVENUES</b>	0	-7,437,185	-7,437,185	-7,394,015.32	.00	-43,169.68	
<b>TOTAL EXPENSES</b>	0	11,337,088	11,337,088	3,574,079.66	2,209,265.53	5,553,742.92	



## YEAR-TO-DATE BUDGET REPORT



FOR 2023 12

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	3,899,903	3,899,903	-3,819,935.66	2,209,265.53	5,510,573.24	-41.3%

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

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320605 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REM. **	GRANT NAME	I.I. TASK FORCE OVERTIME	334000 S.S TASK FORCE OVERTIME ***	342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports														
CUM TOTALS	4512.37	8860.00	5945.00	8550.00	0.00	875.00	55.00	0.00	172.33	18.00	0.00	0.00	0.00	3647.17	247,459.83	0.00	280,296.70
DECEMBER																	
12/1/2023		30.00															30.00
12/4/2023		210.00		125.00					5.00								340.00
12/5/2023		30.00															30.00
12/6/2023		15.00															15.00
12/7/2023		45.00															45.00
12/8/2023	13.50	30.00															43.50
12/11/2023		30.00					5.00										35.00
12/12/2023	4274.99	30.00															4304.99
12/14/2023		105.00															105.00
12/15/2023	1383.75						5.00										1388.75
12/18/2023		30.00		150.00						298.20							478.20
12/19/2023		45.00	520.00	400.00													965.00
12/20/2023		30.00															30.00
12/21/2023		70.00															70.00
12/27/2023		15.00															15.00
12/28/2023		40.00															40.00
DECEMBER	5672.24	755.00	520.00	675.00	0.00	0.00	10.00	0.00	5.00	298.20	0.00	0.00	0.00	0.00	0.00	0.00	7935.44
CUM TOTALS	10184.61	9615.00	6465.00	9225.00	0.00	875.00	65.00	0.00	177.33	316.20	0.00	0.00	0.00	3647.17	247,459.83	0.00	288,232.14
										**Self-Recycling							
JUSTICE - Federal Forfeiture Funds:			13,547.53														
TREASURY - Federal Forfeiture Funds:			28,035.83														
State Drug Seizure Funds:			223,961.10														
							GOV DEALS SALE OF ASSETS VEHICLES										
									12/12/2023		VEH 76-15						
									12/12/2023		VEH 82-15		GOV DEALS		12/8/2023		Powerline Squat Rack
									12/15/2023		VEH 53-16		SALE OF ASSETS PHONES/OTHER		12/15/2023		Blue Yamaha Generator

**STATE DRUG SEIZURES  
(Funds)**

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

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
4/4/2023		GovDeals Fees for Items Sold		100.07	166,828.36
4/10/2023	PO 21230009	AT&T Mar 1 - Mar 28 Cell Phones		1,606.11	165,222.25
4/28/2023		Interest Credit	279.86		165,502.11
5/2/2023		GovDeals Sold - 2007 Toyota Camry Hybrid	2,840.62		168,342.73
5/3/2023		GovDeals Sold - 2009 Infiniti G37S	7,425.01		175,767.74
5/8/2023		Nunez Seizure	596.00		176,363.74
5/19/2023	PO 21230010	AT&T Mar 29 - Apr 28 Cell Phones		1,604.57	174,759.17
5/19/2023	PO 21230011	WCSC - Daniel Seizure Share		1,568.03	173,191.14
5/19/2023	PO 21230012	DA's Office - Daniel Seizure Court Costs		357.56	172,833.58
5/19/2023	PO 21230013	Clerk's Office Daniel Seizure Court Costs		82.00	172,751.58
5/19/2023	PO 21230014	DA's Office - Borrego Vehicle Sold Portion		742.50	172,009.08
5/19/2023	PO 21230015	DA's Office - Nunez Seizure Court Costs		59.60	171,949.48
5/19/2023	PO 21230016	Clerk's Office - Nunez Seizure Court Costs		82.00	171,867.48
5/19/2023	PO 21230017	WCSC - Nunez Seizure Share		227.20	171,640.28
5/19/2023		GovDeals Fees for Items Sold		1,140.62	170,499.66
5/31/2023		Interest Credit	343.57		170,843.23
6/14/2023	PO 21230018	AT&T Apr 29 - May 28 Cell Phones		1,604.57	169,238.66
6/27/2023		Landaverde Seizure	18,901.90		188,140.56
6/27/2023	PO 21230019	CALEA Annual Continuation Fee		4,595.00	183,545.56
6/30/2023		Interest Credit	310.73		183,856.29
7/13/2023	PO 21230020	AT&T May 29 - Jun 28 Cell Phones		1,604.57	182,251.72
7/31/2023		Interest Credit	341.70		182,593.42
8/22/2023	PO 21230021	AT&T Jun 29 - Jul 28 Cell Phones		1,604.25	180,989.17
8/22/2023	PO 21230022	Union Point Towing - Towed 2005 H2 Hummer		175.00	180,814.17
8/31/2023		Interest Credit	340.18		181,154.35
8/31/2023		GT Distributors Trade-In for Guns (Seizured)	1,260.00		182,414.35
9/25/2023	PO 21230023	AT&T Jul 29 - Aug 28 Cell Phones		1,604.25	180,810.10
9/25/2023	PO 21230024	DA's Office - Gibson Seizure Court Costs		164.10	180,646.00

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
9/25/2023	PO 21230025	Clerk's Office - Gibson Seizure Court Costs		82.00	180,564.00
9/29/2023		Interest Credit	318.29		180,882.29
10/19/2023	PO 21230026	Titles for 2006 BMW 325i, 2007 Chevrolet Tahoe & Cadillac Deveil		54.00	180,828.29
10/19/2023	PO 21230027	AT&T Aug 29 - Sep 28 Cell Phones		1,604.25	179,224.04
10/24/2023		Gibson Seizure	1,641.00		180,865.04
10/24/2023		Terry Seizure	47,917.00		228,782.04
10/31/2023		Interest Credit	371.48		229,153.52
11/3/2023	PO 21230028	Titles for 2012 Mercedes Benz C Class & 2005 Blue Hummer H2		36.00	229,117.52
11/17/2023	PO 21230029	AT&T Sep 29 - Oct 28 Cell Phones		1,606.97	227,510.55
11/17/2023	PO 21230030	Title for 2008 Buick Lacrosse		28.00	227,482.55
11/30/2023		Interest Credit	412.92		227,895.47
12/13/2023		Hassett Seizure	574.00		228,469.47
12/13/2023		Hilley Seizure	710.00		229,179.47
12/13/2023		Ozuna Seizure	993.00		230,172.47
12/13/2023		Ozuna Seizure	6,311.46		236,483.93
12/14/2023		GovDeals Sold - 2006 BMW 3-Series	2,503.12		238,987.05
12/14/2023		GovDeals Sold - 2007 Chevrolet Tahoe	4,387.50		243,374.55
12/15/2023	PO 21230031	AT&T Oct 29 - Nov 28 Cell Phones		1,606.97	241,767.58
12/18/2023		GovDeals Sold - 2008 Buick Lacrosse	1,350.00		243,117.58
12/19/2023		GovDeals Sold - 2012 Blue Mercedes Benz C Class 45	5,794.87		248,912.45
12/28/2023	PO 21230032	Clerk's Office - Lopez-Perez Seizure Court Costs		82.00	248,830.45
12/28/2023	PO 21230033	DA's Office - Hassett Seizure Court Costs		57.40	248,773.05
12/28/2023	PO 21230034	Clerk's Office - Hassett Seizure Court Costs		82.00	248,691.05
12/28/2023	PO 21230035	DA's Office - Hilley Seizure Court Costs		71.00	248,620.05
12/28/2023	PO 21230036	Clerk's Office - Hilley Seizure Court Costs		82.00	248,538.05
12/28/2023	PO 21230037	B2K2 Holdings - Advanced Combat Helmets		24,014.60	224,523.45

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
12/28/2023	PO 21230038	Clerk's Office - Wells Seizure Court Costs		82.00	224,441.45
12/28/2023	PO 21230039	Clerk's Office - Fasbender Seizure Court Costs		82.00	224,359.45
12/28/2023	PO 21230040	DA's Office - Ozuna Seizure Court Costs		730.45	223,629.00
12/28/2023	PO 21230041	Clerk's Office - Ozuna Seizure Court Costs		82.00	223,547.00
12/29/2023		Interest Credit	414.10		223,961.10

Federal Forfeitures Fund  
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/06/2023					0.00
2/28/2023		Balance			0.00
		Balance			0.00
3/07/2023	21-DEA-671143 21-DEA-671137 19-FBI-003144 19-FBI-003156	Funds were received last year but they were just now transferred to this account from the General Fund account.	13,306.58		13,306.58
3/31/2023		Interest	20.05		13,326.63
3/31/2023		Service Charge		8.00	13,318.63
4/03/2023		Service Charge Refund	8.00		13,326.63
4/28/2023		Interest	22.49		13,349.12
5/31/2023		Interest	26.55		13,375.67
6/30/2023		Interest	24.19		13,399.86
7/31/2023		Interest	25.04		13,424.90
8/31/2023		Interest	25.08		13,449.98
9/29/2023		Interest	23.51		13,473.49
10/31/2023		Interest	25.99		13,499.48
11/30/2023		Interest	24.41		13,523.89
12/29/2023		Interest	23.64		13,547.53
			<b>240.95</b>		

**Federal Forfeitures Fund  
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					27,416.76
1/31/2023		Interest Credit	64.12		27,480.88
2/28/2023		Interest Credit	46.39		27,527.27
3/31/2023		Interest Credit	51.44		27,578.71
4/28/2023		Interest Credit	46.54		27,625.25
5/31/2023		Interest Credit	54.95		27,680.20
6/30/2023		Interest Credit	50.05		27,730.25
7/31/2023		Interest Credit	51.81		27,782.06
8/31/2023		Interest Credit	51.91		27,833.97
8/31/2023		Dormant Fee		5.00	27,828.97
9/29/2023		Interest Credit	48.64		27,877.61
9/29/2023		Dormant Fee		5.00	27,872.61
10/5/2023		Dormant Fee Refund	10.00		27,882.61
10/31/2023		Interest Credit	53.78		27,936.39
11/30/2023		Interest Credit	50.52		27,986.91
12/29/2023		Interest Credit	48.92		28,035.83
			<b>619.07</b>		



To: Public Safety Commission  
From: Chief Cliff Cason  
Date: January 16, 2024  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>3.7</b>		<b><u>Harassment and Discrimination in the Workplace</u></b>
	1	Updated Revision and Re-evaluation dates
	1	Section III A. Language added
<b>3.9</b>		<b><u>Employee Assistance Program and Critical Incident Support</u></b>
	1	Updated Revision and Re-evaluation dates
<b>3.11</b>		<b><u>Line-of-Duty Deaths or Serious Injuries</u></b>
	1	Updated Revision and Re-evaluation dates
<b>3.12</b>		<b><u>Temporary Light Duty</u></b>
	1	Updated Revision and Re-evaluation dates
<b>3.16</b>		<b><u>Personnel Files</u></b>
	1	Updated Revision and Re-evaluation dates

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>December 1, 1998</b>	<i>Number</i> <b>GO96-3.7</b>
<i>Subject</i> <b>Harassment and Discrimination in the Workplace</b>		
<i>Reference</i> <b>CALEA Standards – 26.1.1, 26.1.3</b>		<i>Revised</i> <del>February 22, 2022</del> <b>January 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>February 2024</del> <b>January 2026</b>	<i>No. Pages</i> <b>5</b>

## I. Policy

It is the policy of the Dalton Police Department that employees have the right to work in an environment free from all forms of unlawful harassment and discrimination. This Department shall not tolerate, condone, or allow harassment by employees, whether sworn, non-sworn, volunteer (including Public Safety Cadets), or other non-employees who conduct business with this Department. This Department considers the harassment and discrimination of others a form of serious employee misconduct. Therefore, the Department shall take direct and immediate action to prevent such behavior and to remedy all reported instances of harassment and discrimination. A violation of this Department policy can lead to discipline up to and including termination.

## II. Procedures

### A. Prohibited Activity

1. No employee shall, either explicitly or implicitly, ridicule, deride, or belittle any person because of the individual's race, color, creed, religion, gender, sexual orientation, national origin, age, disability, or status as a member of the United States armed forces, including the National Guard and Reserves.
2. Employees shall not make offensive or derogatory comments to any person, either directly or indirectly, which are based on race, color, creed, religion, gender, sexual orientation, national origin, age, disability, or status as a member of the United States armed forces, including the National Guard and Reserves. Such harassment is a prohibited form of discrimination under state and federal employment law and / or is also considered misconduct subject to disciplinary action by this Department.
3. Sexual harassment is defined as unwelcome words or behaviors, such as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
  - a. Submission to such conduct is made, either explicitly or implicitly, a term or condition of employment; or

- b. Submission to or rejection of such conduct by an employee is used as the basis for employment decisions affecting the employee; or
  - c. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.
4. Both men and women are protected from sexual harassment. Prohibited conduct includes any gender-based harassment of any of the following types:
- a. Harassment of females by males
  - b. Harassment of males by females
  - c. Harassment of males by males
  - d. Harassment of females by females
5. Individuals covered under this policy include Department members, defined as employees and applicants for employment with the Department, whether sworn or non-sworn, and all volunteers, including, but not limited to, Public Safety Cadets.

**B. Employee Responsibilities**

1. Each Supervisor shall be responsible for preventing acts of harassment and discrimination. This responsibility includes:
- a. Monitoring the work environment of the shift or unit on a daily basis for signs that harassment may be occurring.
  - b. Counseling all employees on the types of behavior prohibited and the Department procedures for reporting and resolving complaints of harassment.
  - c. Stopping any acts that they observe that may be considered harassment and taking appropriate steps to intervene, whether or not the involved employees are within his / her span of control.
  - d. Taking immediate action to prevent retaliation against the complaining party and to eliminate the hostile work environment where there has been a complaint of harassment, pending investigation.
    - (1) If a situation requires separation of the parties, care should be taken to avoid actions that appear to punish the complainant / accused.
    - (2) Transfer or reassignment of any of the parties involved should be voluntary, if possible, and, if non-voluntary,

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should be temporary, pending the outcome of the investigation.

- e. Reporting every instance in which he / she observes or receives a complaint about unlawful harassment to the Chief of Police or his / her designee.
  - f. Failure to carry out these responsibilities shall be considered in any evaluation or promotional decision and may be grounds for discipline.
2. Each Supervisor has the responsibility to assist any employee of this Department who comes to that Supervisor with a complaint of harassment in documenting and filing a complaint.
  3. Each employee is responsible for assisting in the prevention of harassment through the following acts:
    - a. Refraining from participation in, or encouragement of, actions that could be perceived as unlawful harassment.
    - b. Reporting acts of unlawful harassment to a Supervisor.
    - c. Encouraging any employee who confides that he or she is being unlawfully harassed or discriminated against to report these acts to the proper Supervisor.
  4. Failure of any manager, Supervisor, or employee to carry out the above responsibilities shall be considered in any performance evaluation or promotional decision and may be grounds for discipline.

#### C. Complaint Procedures

1. Any employee encountering unlawful harassment is encouraged to tell the person that his or her actions are unwelcome and offensive. The employee is encouraged to document all incidents of unlawful harassment in order to provide the fullest basis for investigation.
2. Any employee who believes that he or she is being unlawfully harassed must report the incident(s) as soon as possible so that appropriate steps may be taken to stop the harassment, to protect the employee from further harassment, and so that appropriate investigative and disciplinary measures may be initiated, if warranted. Where the employee does not feel comfortable reporting the unlawful harassment to the employee's own Supervisor, or where the source of the unlawfully harassing behavior is in the employee's chain of command, the employee may instead file a complaint with the appropriate Division Commander, the Chief of Police, the City of Dalton Human Resources Director, or the City Administrator.
  - a. The Supervisor, or other supervisory person to whom a complaint is made, shall meet with the employee and document the incident(s)

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complained of, the person(s) performing or participating in the harassment, any witnesses to the incident(s), and the date(s) on which it occurred.

- b. The employee receiving the complaint must promptly submit a confidential memorandum documenting the complaint to the appropriate Division Commander.
  - c. The Supervisor or manager who becomes aware of such an unlawful harassment complaint has a duty to report the complaint to the appropriate Division Commander, even if the complaining employee does not wish to make such a report.
3. The Professional Standards Unit shall be responsible for investigating any complaint alleging harassment or discrimination.
    - a. The Professional Standards Unit shall immediately notify the Chief of Police if the complaint contains evidence of criminal activity, such as battery, rape, or attempted rape.
    - b. The Professional Standards Unit's report shall be in writing and shall include a determination as to whether other employees were unlawfully harassed by the accused person and whether other members participated in, encouraged, or ignored the harassment.
    - c. The Chief of Police shall inform the parties involved of the outcome of the investigation.
    - d. A file of harassment and discrimination complaints shall be maintained in a secure location by the Chief of Police's Administrative Assistant.
    - e. Violations of this policy shall be handled in accordance with policy GO88-2.14, Rules of Conduct.
  4. Each party's confidentiality shall be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances.
  5. Employees found guilty of harassment may file a grievance / appeal in accordance with policy GO11-3.18, Grievance Procedures, when they disagree with the investigative report or with the disposition of a harassment claim.

#### D. Retaliation

1. Retaliation against any employee for filing a harassment or discrimination complaint, or for assisting, testifying, or participating in the investigation of such a complaint, is illegal and is prohibited by this Department and by federal statutes.

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2. Such retaliation is a form of employee misconduct. Any evidence of such retaliation shall be considered a separate violation of this policy and shall be handled by the same complaint procedures established for harassment and discrimination complaints.
3. Monitoring to ensure that retaliation does not occur is the responsibility of the Chief of Police, Supervisors, and the appropriate Division Commander.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

<i>Effective Date</i>		<i>Number</i>
<b>May 1, 1998</b>		<b>GO97-3.9</b>
<i>Subject</i>		
<b>Employee Assistance Program and Critical Incident Support</b>		
<i>Reference</i>		<i>Revised</i>
<b>CALEA Standards – 4.2.3, 22.1.2, 22.1.4, 22.1.7</b>		<del>February 22, 2022</del> <b>January 23, 2024</b>
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
<b>All Personnel</b>	<del>February 2024</del> <b>January 2026</b>	<b>8</b>

## I. Policy

The City of Dalton provides a broad-based Employee Assistance Program for employees of the Dalton Police Department and their covered family members. The Employee Assistance Program provides employees and dependent family members with the necessary resources to assist in maintaining a higher level of work, home, or school functioning.

Due to the sometimes volatile nature of policing and accidental encounters, employees may be involved in traumatic events which may result in extreme stress levels. It is the policy of the Dalton Police Department to provide critical incident support to all Department employees involved in situations which result in the death or serious injury of another person.

## II. Employee Assistance Program (EAP)

The City of Dalton contracts annually to provide the services as outlined in this policy.

### A. Eligibility of Employees / Family Members

Any full-time employee, who has at least three (3) months of completed service, and / or their household members (including dependents and family members living with them) are eligible for services through the EAP.

### B. Employee Cost

1. The employee and / or family member is not charged for the initial assessment and five (5) counseling sessions.
2. Additional outpatient counseling sessions beyond the six (6) initial visits, including individual, group, or family therapy, shall be the responsibility of the employee.
3. If it is determined by the treatment team that the covered employee needs a referral for the following services, which are not included in the six (6)

free sessions, the referral will be made, and the services may be handled by his / her personal health benefit plan:

- a. Intensive or specialized treatment, i.e., inpatient, intensive outpatient, day hospital
  - b. Services of a licensed Ph.D., clinical psychologist, or psychiatrist
  - c. Psychological and / or educational testing
4. The Employee Assistance Program Coordinator shall work with the employee to manage cost effectiveness, insurance coverage concerns, the employee's ability to pay, and other treatment options, if necessary.

C. Counseling Information, Evaluation, and Referral

1. Counseling services shall be provided by a Masters-level qualified therapist.
2. Employees will be given an initial full evaluation to determine the type of treatment and / or counseling needed.
3. After the initial evaluation, the employee will be given recommendations. Recommendations can be, but are not limited to: short-term counseling, long-term counseling (more than three (3) visits), inpatient hospitalization, partial hospitalization, drug and alcohol education group, referral to one of the many community resources (i.e., Consumer Credit Counseling, etc.), or referral to a local support group (i.e., AA, Alanon, EAP, CODA, etc.)
4. Personal issues that the EAP can address include, but are not limited to, alcohol and drug use / abuse, depression, anxiety, child and adolescent issues, grief work, crisis intervention, marital problems, work stress, or divorce.

D. Training and Orientation Services

1. Training shall be offered annually to all employees on drug / alcohol awareness. Training shall consist of one (1) hour sessions designed to satisfy requirements for the Drug-Free Workplace Program specified in 34-9-417 of the Official Code of Georgia Annotated.
2. New and existing employees shall be continually informed of EAP services through orientation, in-service training, and the employee newsletter.
3. Supervisors shall be provided annual training in identifying, documenting, and referring employees with job performance behaviors, which may be related to impairment by a controlled substance, alcohol, or other mood-altering drugs (Refer to policy GO97-3.8, Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse, and Employee Assistance), or psychiatric and / or emotional disorders disabling them in the workplace. Training shall be for one (1) hour and shall be designed to

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satisfy requirements for the Drug-Free Workplace Program specified in 34-9-418 of the Official Code of Georgia Annotated.

E. Supervisory Consultation and Counseling

1. Supervisory consultation and counseling shall be provided on request to individual Supervisors to assist in clarifying or identifying an individual or group job-performance problem.
2. Further areas of Supervisory consultation include clarification of the EAP referral process, recommendation of possible approaches to a problem situation, and identification of other resources for the Supervisor(s).

F. Procedures for Employees Obtaining Counseling Services

Supervisors and employees shall be provided annual training regarding the nature (how to access and refer) and availability of EAP services.

1. Self-referral

Employees and family members may access EAP services by calling the EAP directly. The use of the self-referral service is strongly encouraged for employees and / or their family members. Early intervention is the goal of the EAP.

2. Mandatory Supervisory Referral

- a. The Chief of Police shall have the option (but not the obligation) to make a mandatory Supervisory referral for an employee who has broken a work rule and / or violated the Drug-free Workplace Policy (Refer to policy GO97-3.8, Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse and Employee Assistance).
- b. Mandatory participation in the EAP is available one time and on a "last chance" basis. An employee may be offered a reprieve in discipline or reinstatement of employment or position if he or she promptly enters and successfully completes the EAP program, treatment plan, and recommendations, including signing the necessary release of information forms. In the event an employee refuses to enter the EAP or fails to successfully complete the EAP treatment plan and recommendations, the employee shall be terminated.
- c. Upon making a referral to the EAP, the Supervisor shall complete and fax the "Administrative Referral Form" to the EAP.
- d. The Supervisor shall intervene immediately if the employee is suspected of using or being under the influence of alcohol and / or drugs (Refer to policy GO97-3.8, Drug-free Workplace Policies and

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Procedures for Elimination of Substance Abuse, and Employee Assistance).

- e. The Supervisor shall intervene immediately if the employee is displaying symptoms of a mental health condition or mental illness, which is causing disciplinary or productivity problems while working.
- f. Utilization of EAP services does not exempt the employee from the requirement of maintaining an appropriate job performance level or from the standard disciplinary action procedures. The EAP shall not be used for disciplinary purposes.

#### G. Referral / Rehabilitation and Re-entry

- 1. In utilizing the EAP, if the employee is referred to an inpatient facility, or other treatment program in which they are required to be absent from work, the employee may be placed on leave in accordance with the City of Dalton's personnel policy.
- 2. Upon entering a rehabilitation program (i.e.: inpatient facility, partial hospitalization) the EAP Coordinator shall maintain contact with the employee, employee's Supervisor, Chief of Police, Human Resource Director, and the treatment facility with appropriately signed releases.
- 3. The EAP Coordinator shall participate in the treatment process, as appropriate and permitted and work with the employee and the treatment facility in developing a Return to Work Plan.
- 4. The employee's Supervisor and / or manager shall also be involved in developing and implementing a Return to Work Plan, which shall include details of the on-going recovery plan, performance expectations, random drug screens, and consequences of non-compliance (Refer to policy GO97-3.8, Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse, and Employee Assistance).

#### H. Program Reporting to the City of Dalton

The EAP shall submit a report to the City's Human Resources Director documenting EAP usage while ensuring employee confidentiality by not listing names or identifying data, in accordance with state and federal confidentiality guidelines. The information in these reports shall be governed by the policy on confidentiality.

#### I. Confidentiality

All disclosure of information is governed by federal and state confidentiality rules and regulations. Specifically, no information regarding the employee's diagnosis, details of his / her conditions, or involvement with the EAP shall be released to anyone without the employee's / family members' prior written authorization, except as otherwise provided by law. The following exceptions to confidentiality apply:

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1. If the employee plans to physically injure or kill another person or himself / herself
2. If the employee discloses that a minor child is currently being physically or sexually abused
3. If the employee indicates that he / she may engage in activity which could be dangerous to other employees or the public
4. If the employee gives information which indicates that the employee has committed (or is planning to commit) a crime against the employer or its premises or the public

### III. **Critical Incident Support for Deadly Force Incidents**

A. When faced with a catastrophic life event or major change, an employee may experience great difficulty in appropriately dealing with his / her feelings and emotions. Some of the signs of an employee's inability to deal appropriately with a traumatic incident are:

1. Continuation and intensification of post-incident symptoms, such as:
  - a. Heightened sense of danger / vulnerability
  - b. Fear and anxiety about future encounters
  - c. Anger / rage
  - d. Nightmares
  - e. Flashbacks / intrusive thoughts of the incident
  - f. Sleep difficulties
  - g. Depression
  - h. Guilt
  - i. Emotional numbing
  - j. Isolation and emotional withdrawal
  - k. Stress reactions (e.g., headaches, indigestion, muscle aches, diarrhea / constipation)
  - l. Anxiety reactions (e.g., difficulty concentrating, excessive worry, irritability, nervousness)
  - m. Family problems
2. Excessive stress and anxiety reactions

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3. Continual obsession with the incident
  4. Increased absenteeism, burnout / drop in productivity
  5. Increase in anger and irritability
  6. Under-reaction
  7. Risk taking
  8. Increase in family problems
  9. Alcohol / drug abuse
- B. Human beings are recognized generally to experience five distinct phases in their coping process. These phases are:
1. Denial and isolation
  2. Anger and resentment
  3. Bargaining
  4. Depression
  5. Acceptance
- C. The following guidelines have been found to alleviate much of the stress associated with the aftermath of an Officer-involved shooting or other deadly force situation. To enable the Officer to feel supported and to reduce the amount of overall trauma, these guidelines have been approved by the International Association of Chiefs of Police (IACP) Police Psychological Services Section:
1. At the scene, show concern and understanding. Give mental and physical first aid.
  2. After obtaining necessary on-scene information, and with authorization of Investigators, provide a psychological break by getting the Officer some distance from the scene. The Officer should be with a supportive friend or Supervisor and return to the scene only if necessary.
  3. With some Officers, it is important to explain what administrative procedures will occur during the next few hours and over the next day. This will help the Officer realize that the handling of the investigation of the incident is standard operating procedure.
  4. If the incident involves the Officer's service weapon, it is to be taken (as evidence) and replaced with another weapon as soon as possible, if feasible.
  5. Before undergoing a detailed interview, the Officer should have some

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recovery time in a secure setting where he / she is insulated from the press and curious Officers.

6. If the Officer is not injured, the Officer or designated employee should contact the family (via phone call or personal visit) and let them know what happened before they hear rumors or receive phone calls from others. If the Officer is injured, a Department member familiar with the family should offer to transport the family to the hospital.
7. For the Officer(s) who was involved in the deadly force situation, there should be a mandatory confidential debriefing with a knowledgeable mental health care professional prior to returning to duty. The debriefing should take place as soon after the incident as is practical, ideally within 24 hours and no later than 48 hours. Fitness to return to duty and / or any need for follow-up sessions should be determined by the mental health care professional.
8. Everyone at the scene should have a separate debriefing. During this debriefing, it should be noted that anyone at the scene could experience a significant emotional reaction and should consult with the mental health professional within 48 hours. Follow-up sessions for other personnel may also be appropriate.
9. The opportunity for family counseling (spouse, children, significant other, etc.) shall also be made available.
10. An administrator or Supervisor should brief the rest of the Department about the incident. This should prevent the Officer from being inundated with questions and hold rumors in check.
11. Expedite, so far as feasible and consistent with sound investigative practices, the completion of administrative and criminal investigations, and advise the Officer of the outcomes.
12. Subject to the circumstances of the deadly force incident and in the discretion of the Chief of Police, the Officer, upon being placed on administrative leave, shall automatically be assigned to the appropriate ranking Officer for the duration of his / her administrative leave. During this time, the Officer shall maintain regular contact with this ranking Officer.

#### IV. **Critical Incident Support for Non-Use of Force Incidents**

- A. Any employee directly involved in actions (traffic crash, training accident, etc.) that result in death or great bodily injury shall be placed on administrative leave, pending investigation.
- B. Unless the circumstances of the incident warrant otherwise in the discretion of the Chief of Police, the leave shall be without loss of pay or benefits and shall not be interpreted to imply or indicate that the employee acted improperly.

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- C. While on administrative leave, the employee shall remain available at all times for official Departmental interviews during the investigation and shall be subject to recall at any time.
- D. The employee shall not discuss the incident with anyone except the assigned Investigator(s), the employee's immediate family and / or attorney, the District Attorney, the Chief of Police, or professional counselors.
- E. The employee shall undergo an evaluation by the Department-designated mental health care professional. If recommended by the mental health care professional, the employee shall attend any recommended counseling or treatment / therapy.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO96-3.12</b>
<i>Subject</i> <b>Temporary Light Duty</b>		
<i>Reference</i> <b>CALEA Standards – 22.1.4, 22.2.1</b>		<i>Revised</i> <del>February 22, 2022</del> <b>January 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>February 2024</del> <b>January 2026</b>	<i>No. Pages</i> <b>2</b>

I. **Policy**

It is the policy of the Dalton Police Department to provide for and approve reasonable requests for temporary light duty assignments.

II. **Definition**

*Licensed Health Care Provider* – Any medical doctor, chiropractor, psychologist, or doctor of dentistry licensed by the state of Georgia and practicing full time in their respective field.

III. **Availability of Temporary Light Duty Assignments**

- A. Light duty assignments are temporary and shall not be made for longer than six (6) months, **unless otherwise approved by the Chief of Police.**
- B. The Chief of Police or his / her designee may allow an employee to fill a temporary light duty assignment if there is work available.
- C. An employee may request one six (6) month extension for light duty with supporting documentation from a licensed health care provider.
- D. Subject to the Georgia Workers' Compensation Act and Rules, as applicable, the Department may, at any time, require an employee serving on light duty to see a licensed health care provider of the Department's choice. Should the opinion of the second health care provider differ from that of the employee's health care provider, a third opinion may be received from a health care provider mutually agreed upon by the Department and employee. If a third opinion is obtained, the employee's status should be reevaluated to determine whether the employee is able to return to regular duty.
- E. Employees that become injured or suffer illnesses while not on duty may request a temporary light duty assignment. However, priority for temporary light duty assignments shall be given to those employees that suffer injuries or illnesses while performing their job functions.

IV. **Limitations**

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- A. Nothing contained in this directive is intended to deprive any employee from seeking leave and / or requesting reasonable accommodations under the Family and Medical Leave Act, Fair Labor Standards Act, Americans with Disabilities Act, or other federal or state law.
- B. Assignments to a temporary position shall not affect any employee's pay classification, pay increases, promotional opportunities, retirement benefits, or bonuses.

V. **Employee Responsibilities**

- A. Employees must request temporary light duty assignments in writing to their immediate Supervisor, submitted along with supporting documentation signed by their licensed health care provider.
- B. Employees shall be given a job description for the light duty position and shall be responsible for having their licensed health care provider review it and approve them to complete the tasks contained therein.
- C. Employees requesting an extension for light duty assignment beyond the initial six (6) month period must resubmit their request in writing accompanied by further documentation from their licensed health care provider.

VI. **Types of Assignments**

- A. Employees requesting temporary light duty assignments shall be assigned by the Chief of Police or his / her designee based on the current needs of the Department.
- B. The assignments shall be to perform duties that are necessary to the overall operation of the Department.

VII. **Chain of Command**

- A. Employees assigned to light duty shall follow the chain of command for the division to which they are temporarily assigned.
- B. Supervisors assigned to light duty shall work under the direct supervision applicable to the unit to which they are assigned.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO95-3.11</b>
<i>Subject</i> <b>Line-of-Duty Deaths or Serious Injuries</b>		
<i>Reference</i> <b>CALEA Standards – 22.1.4, 22.1.5</b>		<i>Revised</i> <b>February 22, 2022 January 23, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>February 2024 January 2026</b>	<i>No. Pages</i> <b>8</b>

## I. Policy

It is the policy of the Dalton Police Department to provide liaison assistance to the immediate survivors of an employee of the Department who dies or is seriously injured in the line of duty and to provide tangible and emotional support during this traumatic period of readjustment for the surviving family. The Chief of Police may institute certain parts of this order for cases of an employee’s natural death.

## II. Definitions

- A. *Line-of-duty death or serious injury* – Any action, felonious or accidental, which claims the life of or seriously injures an active duty Officer who was performing police functions, either while on or off duty. Also, any felonious action that claims the life of or seriously injures a non-sworn employee who was performing his / her assigned duties.
- B. *Survivors* – Immediate family members of the deceased employee, to include spouse, children, parents, siblings, fiancé / fiancée, and / or significant others.

## III. Procedures

### A. Death or Serious Injury Notification

The following procedures shall be adhered to in cases of line-of-duty deaths and in cases of seriously injured employees with poor prognoses of survival. These procedures should be followed, whenever possible, with the understanding that the wishes of the family take precedence over the desires of the Department. Department members providing services and assistance to family members and survivors shall take all possible measures to accommodate their needs, wishes, and desires but shall not make statements or commitments to family members that cannot be met.

1. The name of the seriously injured or deceased employee shall not be released to the media or other parties before immediate survivors, living in the area, are notified.
2. The Chief of Police, Division Commander, or Watch Commander shall designate an Officer to inform the immediate family of the employee’s

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condition or death. If not immediately available, the senior ranking Officer on duty shall make the appointment.

3. Notification of the immediate family should be made as soon as possible and, if possible, coincidental with command staff notifications.
4. Notification of family in the immediate area should be made in person and, whenever appropriate, with another person, such as a police Chaplain. Whenever the health of immediate family members is a concern, emergency medical services personnel shall be requested to stand by.
5. If the opportunity to get the family to the hospital exists, notification Officers shall inform the hospital liaison Officer that the family is on its way. In such cases, immediate transportation shall be provided for the family rather than waiting for any other members of the Departmental delegation to arrive. If the employee has died, notification shall be made to the survivors in as forthright and empathetic a manner as possible.
6. Communication of information concerning the employee and the incident shall, whenever possible, be restricted to the telephone to avoid interception by the media or others. Should the media obtain the employee's name prematurely, the ranking Officer shall request that the information be withheld until proper notification can be made.
7. The notification Officer shall be responsible for identification of additional family outside the area and shall make any notifications as desired by the immediate family. Such notifications shall be made by contacting the law enforcement agency in that jurisdiction and requesting that a personal notification be made.
8. The notification Officer shall submit a written report to the Chief of Police specifying the identity, time, and place of family notified.

**B. Assisting Family at the Hospital**

Whenever possible, the Chief of Police shall join the family at the hospital in order to emphasize the Department's support. The next highest-ranking Officer to arrive at the hospital shall serve as or designate a hospital liaison Officer, who shall be responsible for coordinating the arrival of immediate family, Departmental personnel, the media, and others and assume the following responsibilities:

1. Arrange for waiting facilities for immediate family and a press staging area. The desires of the family should be followed with regard to their accessibility to other employees, friends, and the media.
2. Ensure that medical personnel provide pertinent medical information on the employee's condition to the family before any other parties.
3. Assist family members, in accordance with their desires, but subject to approval of medical providers, in gaining access to the injured or deceased employee.

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4. Provide hospital personnel with all necessary information on billing for medical services. The liaison Officer should ensure that all medical bills are directed to the appropriate Departmental authority and that they are not forwarded to the employee's family or other survivors.
5. Arrange transportation for the family and other survivors upon their departure from the hospital.
6. Ensure that immediate family members are provided with appropriate assistance at the hospital.

C. Appointment of the Department Coordination Personnel

In the case of a line-of-duty death, the designated Departmental Officer(s) shall begin serving in the following capacities: Department liaison, funeral liaison, benefits coordinator, and family support advocate. In addition, the Chief of Police or his / her designee shall:

1. Make additional personnel assignments to assist in handling incoming phone calls and inquiries and to direct the public to appropriate personnel.
2. Ensure that the employee assistance program is utilized, if necessary, to assist surviving family members and emphasize the family's right to psychological services.
3. Ensure that other employees are provided the opportunity to participate in critical incident stress debriefings.

D. Department Liaison

The Department liaison Officer shall serve as a facilitator between the family and the Department. The Department liaison Officer shall be the Division Commander or his / her designee of the deceased employee's division. This Officer shall work closely with the funeral liaison Officer to ensure that the needs and requests of the family are fulfilled. This includes, but is not necessarily limited to, the following:

1. Providing oversight of travel and lodging arrangements for out-of-town family members.
2. Identifying alternative churches and reception halls that will accommodate the employee's funeral. These alternatives shall be presented to the family who will make the final determination.
3. Coordinating all official law enforcement notifications and arrangements, to include the Honor Guard, pallbearers, traffic control, and liaison with visiting law enforcement agencies.
4. Assisting family members in dealing with general media inquiries and advising them of Department concerns on what they may say to the media specifically.
5. Providing liaison with the media, to include coordination of any statements and press conferences. The Department liaison Officer shall also ensure

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that members of the Department are aware of restrictions regarding release of any information that might undermine future legal proceedings.

6. Ensuring that security checks of the survivors' residence(s) are initiated immediately following the incident and for as long as necessary thereafter.

E. Funeral Liaison

The funeral liaison Officer shall serve as facilitator between the decedent employee's family and the Department during the wake and funeral. The funeral liaison Officer shall be the deceased employee's immediate Supervisor. The funeral liaison Officer is responsible for:

1. Meeting with family members and explaining his / her responsibilities to them.
2. Being available to the family prior to and throughout the wake and funeral.
3. Ensuring that the needs and wishes of the family are known to the Department.
4. Assisting the family in working with the funeral director regarding funeral arrangements.
5. Subject to executive privilege, as provided by law, relaying any information to the family concerning the circumstances of the decedent employee's death and appropriate information regarding any investigation.
6. Determining the need for travel arrangements for out-of-town family members and any other special needs of the family during the funeral and reporting this information to the Department liaison.
7. Briefing the family members on the procedures involved in the law enforcement funeral.

F. Benefits Coordinator

The benefits coordinator shall be the Chief of Police's Administrative Assistant. The benefits coordinator is responsible for:

1. Filing workers' compensation claims and related paperwork.
2. Presenting information on all benefits available to the family.
3. Documenting inquiries and interest in public donations to the family and establishing a mechanism for receipt of such contributions, as appropriate.
4. Preparing all documentation of benefits and payments due to survivors, to include the nature and amount of benefits to be received by each beneficiary, the schedule of payments, and the name of a contact person or facilitator at each benefit or payment office.

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5. Filing all benefits paperwork and maintaining contact with the family in order to ensure that benefits are being received. A copy of benefits documentation shall be provided to all survivors affected and explained to each of them.
6. Advising the surviving family of the role of police associations and organizations and the nature of support programs that they sponsor for law enforcement survivors.

G. Family Support Advocate

The family support advocate shall be a Department Chaplain. The family support advocate serves in a long-term liaison and support capacity for the surviving family. The duties of this individual include:

1. Providing contact with surviving family members in order to keep them abreast of criminal proceedings relating to the death of their family member.
2. Accompanying surviving family members to criminal proceedings, explaining the nature of the proceedings, and introducing them to prosecutors and other persons, as required.
3. Identifying all support services available to family members and working on their behalf to secure any services necessary.
4. Maintaining routine contact with family members to provide companionship and emotional support and maintaining an ongoing relationship between the Department and the immediate family.
5. Relaying the concerns and needs of the family to those individuals or organizations that may provide assistance and encouraging others to visit and help, as necessary.

H. General Funeral Procedures

1. Uniforms

- a. Class A – Official Dress Uniform described in policy GO89-3.3, Uniform and Employee Appearance Standards.
- b. Members of the Honor Guard shall wear the uniform described in policy GO89-3.3, Uniform and Employee Appearance Standards.
- c. A black sash shall be worn across the badge.

2. Funeral Services

- a. Personnel who attend the funeral services shall report to a pre-designated assembly point away from the place of services for inspection and briefing.
- b. From the assembly point, personnel shall march to the place of service, timing their arrival to permit immediate entry.

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- c. Upon entering the building, personnel shall remove their uniform hats, placing them under their left arm, hat brim forward, and move in an orderly manner to the place reserved for them.
- d. Members shall remain standing until all members are in their places and the command, "*BE SEATED*," is given.
- e. Members shall sit with their hats upright in their laps, maintaining a military-style bearing throughout the service.
- f. At the end of the service, personnel, upon receiving the command, "*OFFICERS RISE*," shall rise in unison and place their hats under their left arm, preparatory to filing past the casket. They shall hold their hats in this position until they have passed the casket and arrived outside.
- g. Upon leaving the building, personnel shall replace their hats and assemble in formation at right angles to the hearse.
  - (1) Two ranks shall be formed facing each other, leaving an aisle through which pallbearers and the casket may pass.
  - (2) Personnel shall be assembled by height. They will normally be dressed at extended intervals but may be dressed at close intervals if space is limited.
  - (3) While waiting in formation, personnel shall stand at parade rest.
- h. When the casket comes into view, the formation shall be called to attention. The next command shall be "*PRESENT ARMS*." All personnel salute and hold this salute until the casket is placed into the hearse. At this time, the command, "*READY, TWO*" shall be given, and personnel shall return their hands to their sides.
- i. After the doors of the hearse are closed, the command "*FIRST RANK, (passenger side of hearse) RIGHT FACE*" and "*SECOND RANK, (driver's side of hearse) LEFT FACE*," is given so that the two columns are facing the hearse.
- j. With the command, "*OFFICERS DISMISSED*," the members shall break ranks and leave in a quiet and orderly manner.
- k. Members shall then take their assigned places in the motorcade and proceed to the cemetery.

### 3. Gravesite Services

Personnel shall report to the places that have been reserved for them, immediately upon arrival at the gravesite. If indoors, personnel shall remove their hats and hold them under their left arm. All personnel shall sit with hats in laps throughout the services. If services are held outdoors, personnel shall wear their hats.

#### RESTRICTED LAW ENFORCEMENT DATA

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4. Honors Accorded

- a. Any Officer who dies in the line-of-duty shall be accorded full honors, if requested by the survivors. This shall include the casket watch during viewing, pallbearers, and motor escort.
- b. The Department liaison of the employee who died in the line-of-duty shall be responsible for notifying the Honor Guard Commander and shall coordinate and direct the actions of the casket watch, pallbearers, and rifle squad. The Department liaison shall coordinate any motor escort.
- c. Members from other public safety agencies may be used to staff the casket watch, rifle squad, and / or motor escort. The Honor Guard Commander shall be responsible for coordinating and assigning tasks to members from other public safety agencies.
- d. Casket Watch
  - (1) The casket watch is usually comprised of Officers from the Honor Guard, however, volunteers may stand watch at the discretion of the Honor Guard Commander. Officers who are assigned to the casket watch must present an excellent uniform appearance and conform to all current grooming regulations. Any Officer standing casket watch shall pass a visual inspection by the Honor Guard Commander or his / her designee prior to deployment.
  - (2) The Honor Guard uniform shall be worn by members of the Honor Guard for the casket watch. If non-Honor Guard members are used, long sleeve shirt and tie, uniform hat, and white gloves shall be worn.
  - (3) Officers shall position themselves at or near the head and feet of the deceased Officer. The watch shall be divided into shifts with two (2) Officers standing generally twenty (20) minutes at a time.
  - (4) If the family wishes, an informal watch can take place after the viewing has been concluded for the day.
- e. Pallbearers
  - (1) If pallbearers are requested by the family, the Honor Guard or other Department members shall serve in this capacity.
  - (2) Pallbearers shall be under the direction of the Honor Guard Commander. They shall report to the funeral home as directed for instructions and seating arrangements.

I. Procedural Variations

1. The procedures outlined in this directive shall be followed in most cases.

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Any changes made necessary by a shortage of manpower, the unusual size of the funeral, the type of service, the physical arrangement of the place of service, or for any other reason shall be made by the Department liaison.

2. The Chief of Police may institute certain parts of this order for cases of an employee's natural death or the death of a retiree of this Department.
3. Any additional honors to be accorded to deceased employees of the Department or to deceased members of other public safety agencies shall be at the discretion of the Chief of Police.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>October 1, 1999</b>	<i>Number</i> <b>GO98-3.16</b>
<i>Subject</i> <b>Personnel Files</b>		
<i>Reference</i>		<i>Revised</i> <b>February 22, 2022</b> <b>January 23, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>February 2024</b> <b>January 2026</b>	<i>No. Pages</i> <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to maintain accurate files of personnel and to permit the dissemination and viewing of the files in accordance with state and federal law.

## II. Personnel File Contents

The following items are not contained within Department personnel files:

- A. Medical or training records, except for records required for employment application purposes.
- B. Citizen or Department complaint files, except for memoranda or letters indicating the finding of facts and final disposition.

## III. Personnel File Organization

An employee's personnel file is the property of the Dalton Police Department. Personnel files are organized into six sections:

- A. Section one shall be all pre-employment information, i.e., pretests, background investigation, etc.
- B. Section two shall be pay information and job assignments.
- C. Section three shall be disciplinary action.
- D. Section four shall be commendations.
- E. Section five shall be the certification section.
- F. Section six shall be all required signed forms, i.e., GCIC, Drug-Free Workplace, etc.

IV. **Personnel File Viewing**

- A. Employees shall request in writing to view their personnel file.
- B. Employees are not permitted to remove any items from the file.
- C. Employees are permitted to take notes of items in the file.
- D. Making copies of items in the file must be approved by the Chief of Police. Notations shall be made in the file of any items copied or when the file is viewed.
- E. The Chief of Police's Administrative Assistant, a Division Commander, or the Chief of Police shall be present when employees view their files.
- F. Persons from outside the Department may view a current or former employee's personnel file upon written request to the Chief of Police or his / her designee, and provided not otherwise an exception to all or any portion under the Georgia Open Records Act or any other state or federal law.
- G. Georgia Peace Officer and Standards Training Council (POST) investigators are hereby granted access to personnel files of all current or former sworn employees, in accordance with O.C.G.A. 35-8-7.2. The Support Services Division Commander or his / her designee shall coordinate with POST investigators to view files.

V. **Challenges to File Contents**

- A. Following a review of his / her personnel file, an employee may challenge any information in the file by filing a written objection seeking removal or correction with the Chief of Police. The Chief of Police shall respond to the request, indicating the decision on the issue, within thirty (30) days.
- B. The written request from the employee and the documented response to the request from the Chief of Police shall be maintained within the personnel file.

VI. **Storage and Security of Personnel Files**

- A. The Chief of Police's Administrative Assistant shall be responsible for maintaining all personnel files and for entering documentation into the files.
- B. Personnel files shall be maintained in paper form in a physical file folder and / or in an electronic format saved on the Department's document imaging system.
- C. Personnel files in physical form shall be stored in a locked area within the Chief of Police's office, and access shall be restricted to this area.
- D. Requests for information from personnel records, other than for bona fide criminal investigations, shall be forwarded to the individual whose records are requested for consent. The following information is considered non-confidential and may be released by the Chief of Police's Administrative Assistant without employee notice

**RESTRICTED LAW ENFORCEMENT DATA**

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

or consent: employment dates, position(s) held, duty stations, and wage and salary verification (only verification of amounts provided by requestor).

- E. If additional information is requested in non-criminal cases, the employee may give written consent, which shall be retained in the employee's personnel file.
- F. Personnel files of former employees shall be transferred ninety (90) days after severance, or upon satisfaction of terms of the employee contract, into the Department's document imaging system.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

---

**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 12/01/23 - 12/31/23 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	6	1.84%	0	16	0	1.17	5	0.00	1	18.74	74.633330	3.43
113	Cooking fire, confined to container	2	0.61%	0	13.5	0	1.5	4.5	0.00	1	5.63	7.916666	5.47
118	Trash or rubbish fire, contained	1	0.31%	0	3	0	0	1	0.00	0	1.30	1.300000	16.02
143	Grass fire	1	0.31%	0	19	0	1	5	0.00	1	9.67	6.666664	4.55
150	Outside rubbish fire, other	1	0.31%	0	3	0	0	1	0.00	0	0.80	.800000	5.87
151	Outside rubbish, trash or waste fire	1	0.31%	0	3	0	0	1	0.00	0	0.40	.400000	5.67
154	Dumpster or other outside trash receptacle fire	1	0.31%	0	4	0	0	1	0.00	0	1.73	1.733333	1.05
311	Medical assist, assist EMS crew	195	59.82%	0	0	3.1	0.02	0	1.00	0.01	0.88	171.199992	4.55
322	Motor vehicle accident with injuries	14	4.29%	0	0.43	5.21	0	0.14	1.71	0	2.71	33.600000	3.57
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.31%	0	0	3	1	0	1.00	1	1.60	1.583333	2.40
324	Motor vehicle accident with no injuries.	13	3.99%	0	0.23	5.85	0.15	0.08	1.92	0.15	3.51	35.233332	4.45
353	Removal of victim(s) from stalled elevator	1	0.31%	0	7	0	1	2	0.00	1	4.00	3.883333	5.13
412	Gas leak (natural gas or LPG)	4	1.23%	0	10.25	0	0.75	3.25	0.00	0.75	3.12	10.033331	4.06

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
423	Refrigeration leak	1	0.31%	0	5	0	1	2	0.00	1	3.80	3.600000	5.18
424	Carbon monoxide incident	2	0.61%	0	6	0	0	2	0.00	0	3.25	6.500000	7.12
500	Service Call, other	2	0.61%	0	3.5	0	0	1.5	0.00	0	0.70	1.733333	6.62
520	Water problem, other	1	0.31%	0	3	0	0	1	0.00	0	1.85	1.850000	8.10
551	Assist police or other governmental agency	1	0.31%	0	3	0	0	1	0.00	0	1.20	1.200000	6.72
611	Dispatched & canceled en route	29	8.90%	0	3.31	2.38	0.34	1.07	0.76	0.31	0.31	7.316662	0.00
622	No incident found on arrival at dispatch address	7	2.15%	0	0.86	3.29	0.29	0.29	1.00	0.14	0.70	4.333333	4.82
631	Authorized controlled burning	1	0.31%	0	3	0	0	1	0.00	0	0.80	.800000	2.93
651	Smoke scare, odor of smoke	1	0.31%	0	3	0	0	1	0.00	0	1.35	1.350000	3.13
671	HazMat release investigation w/no HazMat	1	0.31%	0	9	0	1	3	0.00	1	3.33	3.033333	1.52
735	Alarm system sounded due to malfunction	7	2.15%	0	11.43	0	1.43	3.71	0.00	0.86	4.84	24.333331	4.00
740	Unintentional transmission of alarm, other	1	0.31%	0	12	0	2	4	0.00	1	2.57	2.266666	3.87
741	Sprinkler activation, no fire - unintentional	3	0.92%	0	10	0	1	3.33	0.00	0.67	3.30	5.233332	4.64
743	Smoke detector activation, no fire - unintentional	13	3.99%	0	11.85	0	1.15	3.85	0.00	1	2.28	20.949995	3.99
745	Alarm system activation, no fire - unintentional	15	4.60%	0	12.2	0	1.2	3.87	0.00	1	3.04	33.733324	4.83
<b>Totals</b>		<b>326</b>	<b>100%</b>	<b>0</b>	<b>2.51</b>	<b>2.60</b>	<b>0.26</b>	<b>0.81</b>	<b>0.84</b>	<b>0.21</b>	<b>1.74</b>	<b>467.22</b>	<b>4.12</b>
<b>Mutual Aid Given Incidents</b>		<b>18</b>											



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Response Summary by Station

Report Period: 12/01/23 - 12/31/23 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	145	5.52	70.34	24.14	4.83
Station 2	63	4.76	66.67	28.57	2.1
Station 3	65	1.54	66.15	32.31	2.17
Station 4	37	0	62.16	37.84	1.23
Station 5	36	8.33	61.11	30.56	1.2

**Total 346**

01/08/24 10:12:48



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 12/01/23 - 12/31/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	198	0
611 Dispatched & canceled en route	37	0
322 Motor vehicle accident with injuries	17	0
745 Alarm system activation, no fire - unintentional	16	0
324 Motor vehicle accident with no injuries.	15	0
743 Smoke detector activation, no fire - unintentional	13	0
622 No incident found on arrival at dispatch address	7	0
735 Alarm system sounded due to malfunction	7	0
111 Building fire	6	0
412 Gas leak (natural gas or LPG)	4	0
741 Sprinkler activation, no fire - unintentional	3	0
651 Smoke scare, odor of smoke	2	0
113 Cooking fire, confined to container	2	0
424 Carbon monoxide incident	2	0
500 Service Call, other	2	0
520 Water problem, other	1	0
551 Assist police or other governmental agency	1	0
353 Removal of victim(s) from stalled elevator	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0
118 Trash or rubbish fire, contained	1	0
131 Passenger vehicle fire	1	0
132 Road freight or transport vehicle fire	1	0
143 Grass fire	1	0
150 Outside rubbish fire, other	1	0

01/08/24 10:16:21

Incident Type	Incidents	Exposures
151 Outside rubbish, trash or waste fire	1	0
154 Dumpster or other outside trash receptacle fire	1	0
671 HazMat release investigation w/no HazMat	1	0
740 Unintentional transmission of alarm, other	1	0
423 Refrigeration leak	1	0
631 Authorized controlled burning	1	0

	Incidents	Exposures
<b>Total</b>	<b>346</b>	<b>0</b>

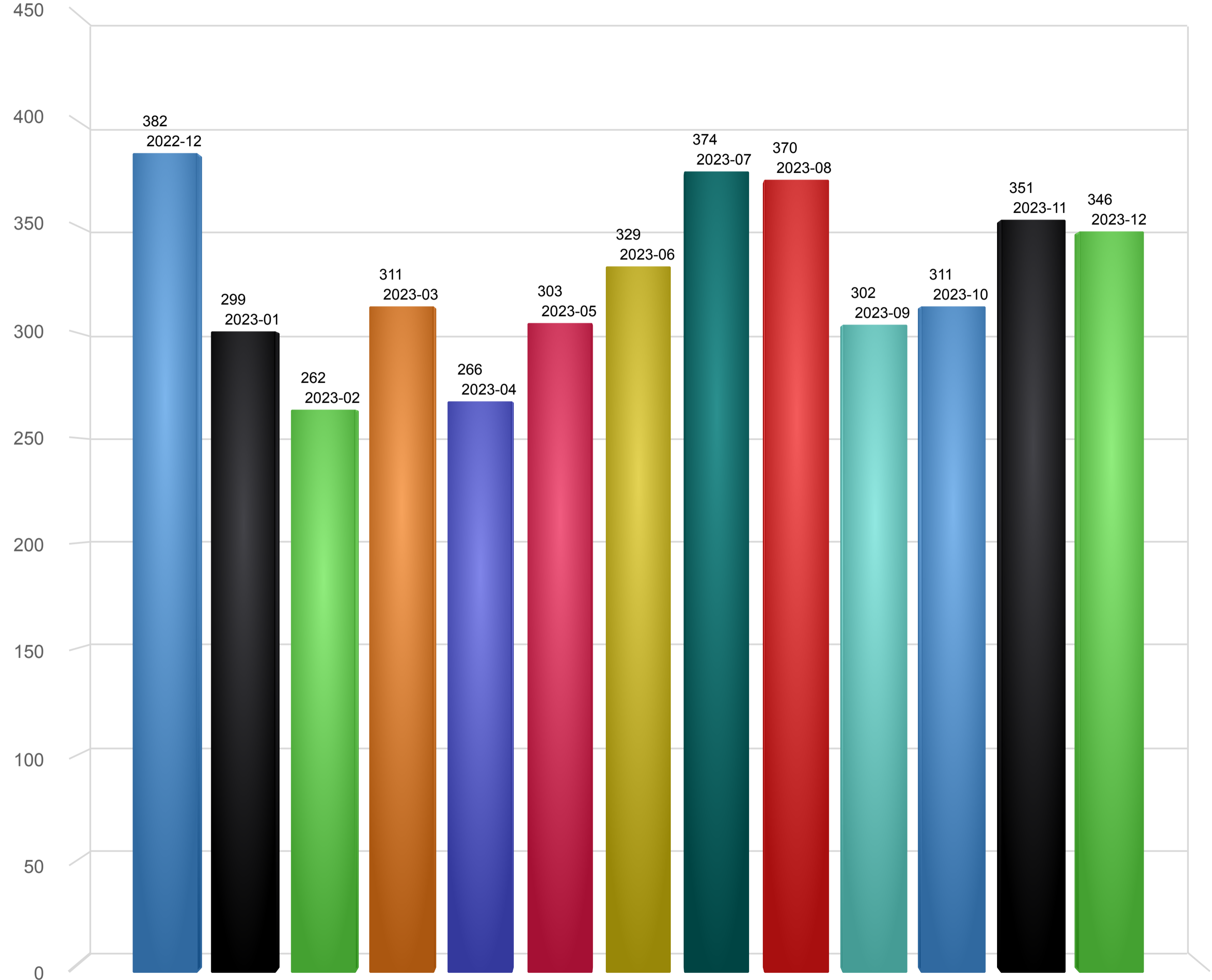
01/08/24 10:16:21



# Incidents by Months

## 12/01/2022-12/31/2023

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



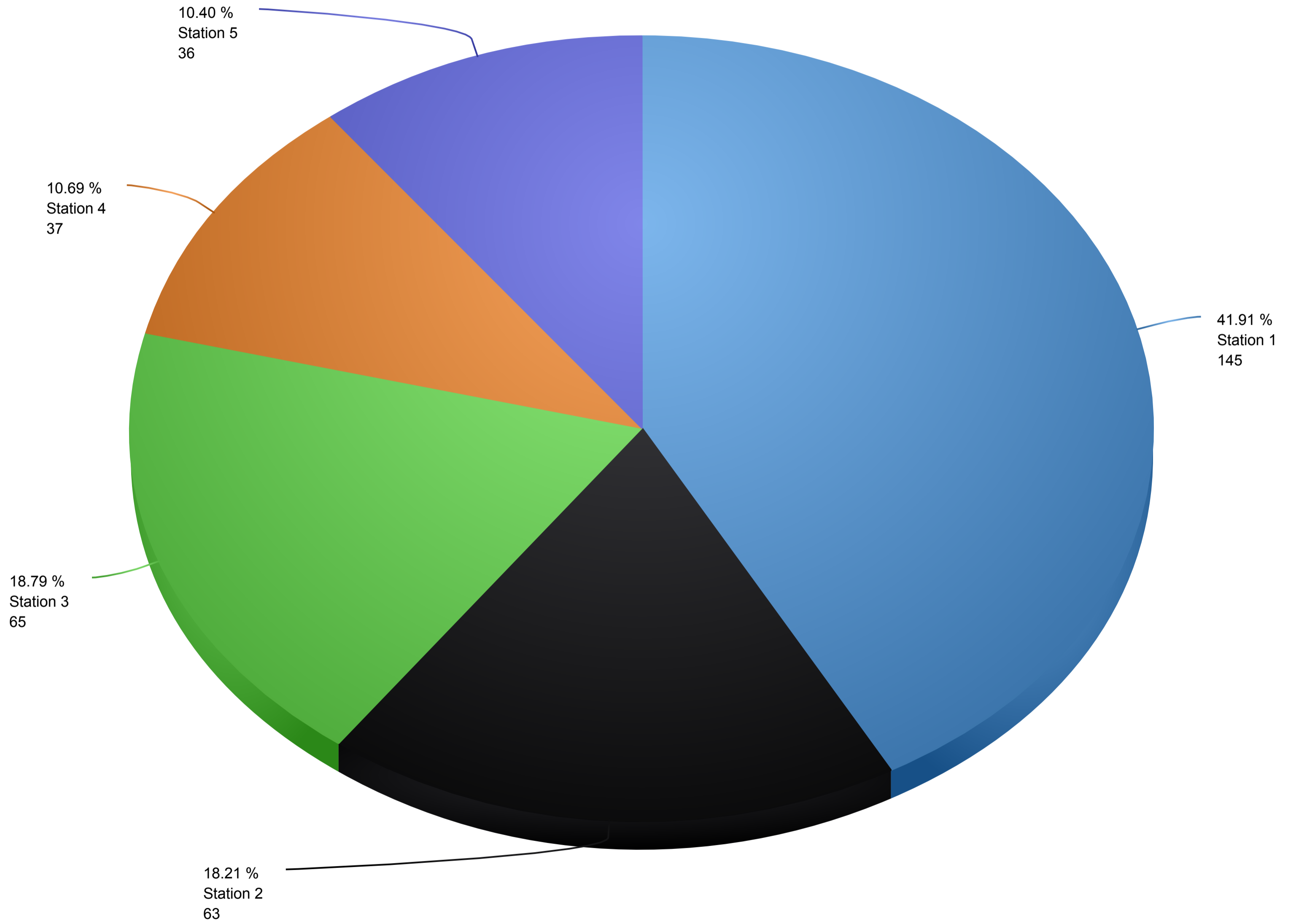
Incident Count

Total of Month: 4,206

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

# Incidents by Stations

12/01/2023-12/31/2023

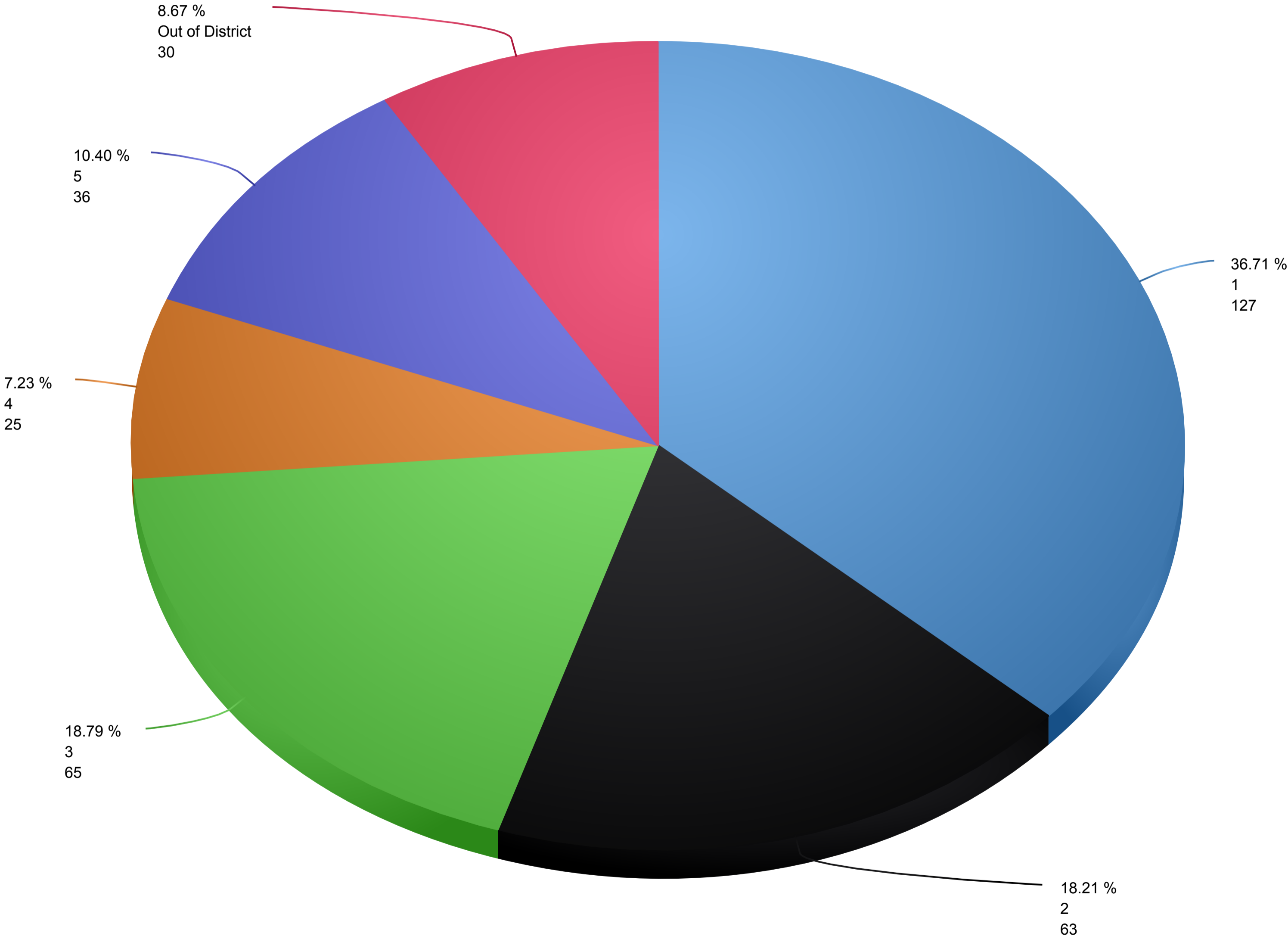


Total of Station: 346

# Incidents by District

12/01/2023-12/31/2023

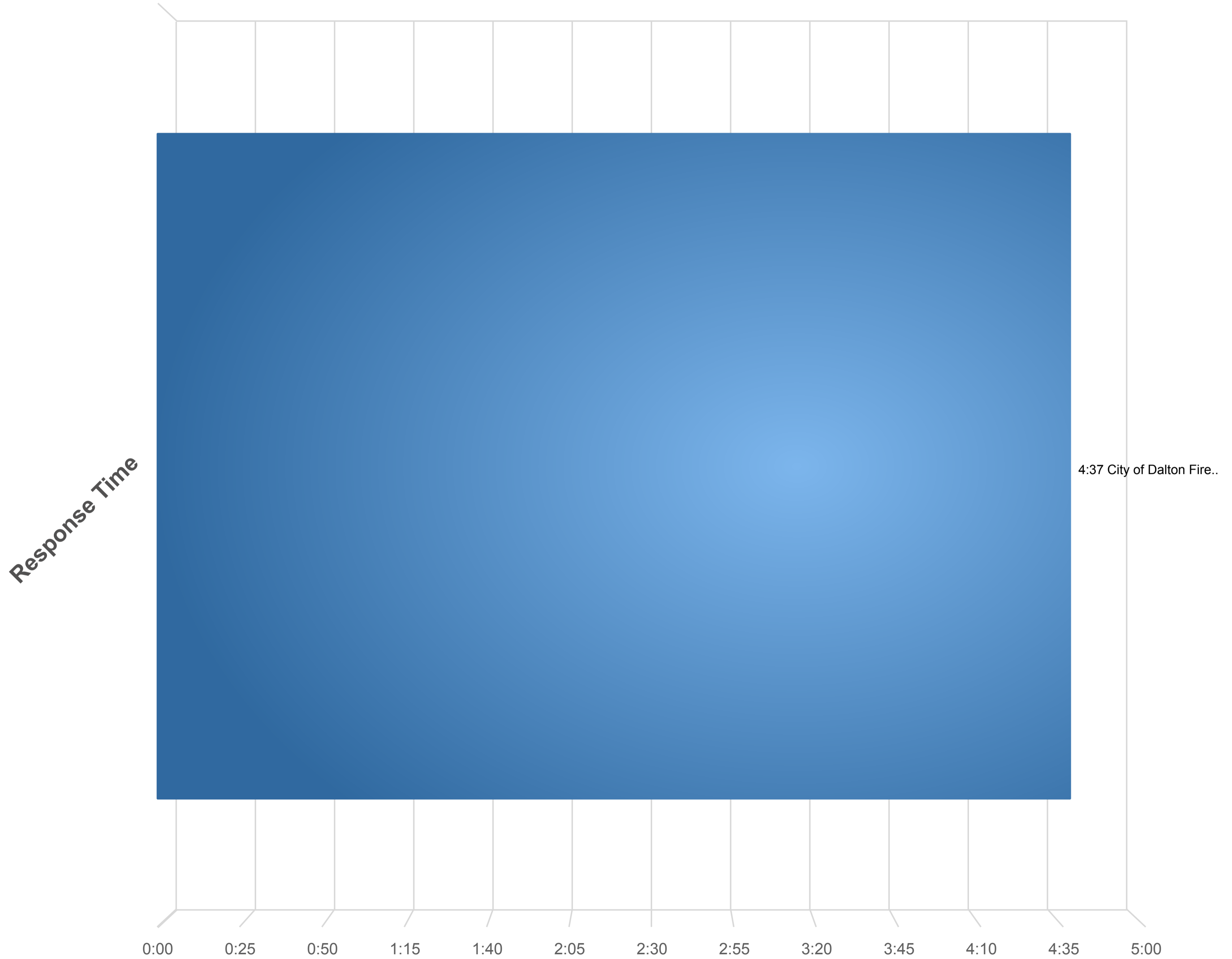
- 1
- 2
- 3
- 4
- 5
- Out of District



Total of District: 346

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

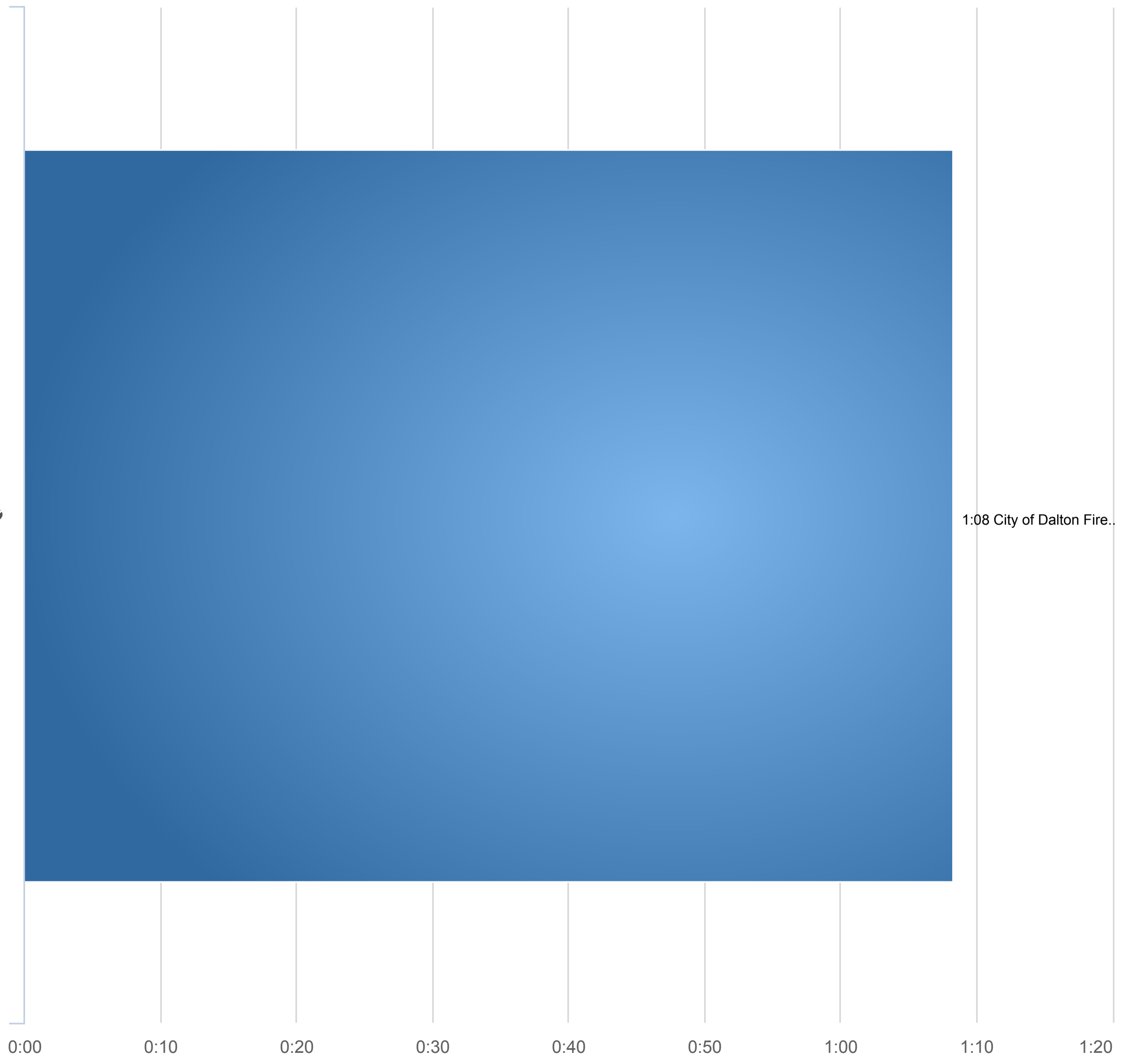
12/01/2023-12/31/2023



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

12/01/2023-12/31/2023

Turnout Time

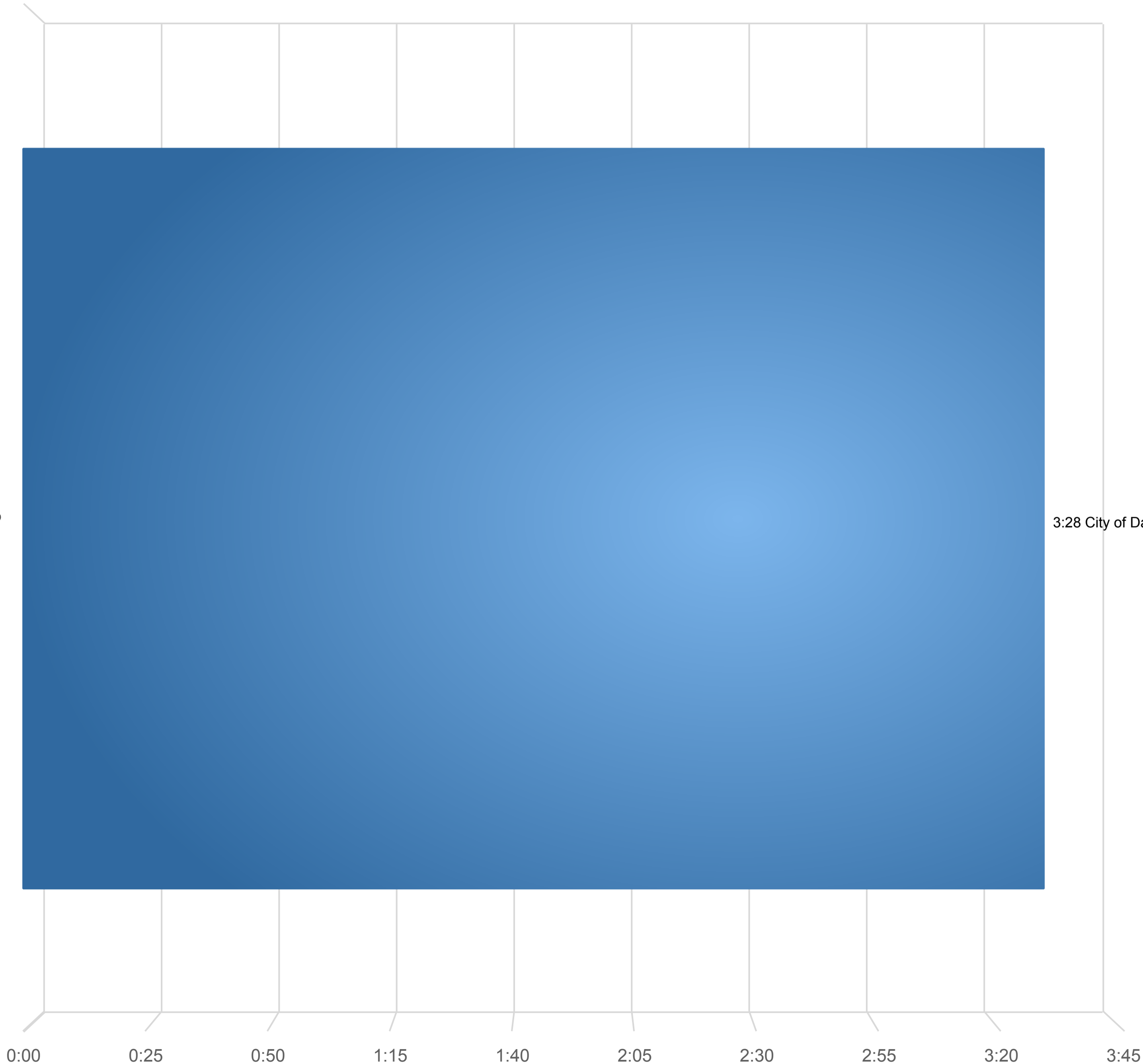


1:08 City of Dalton Fire..

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

12/01/2023-12/31/2023

Travel Time



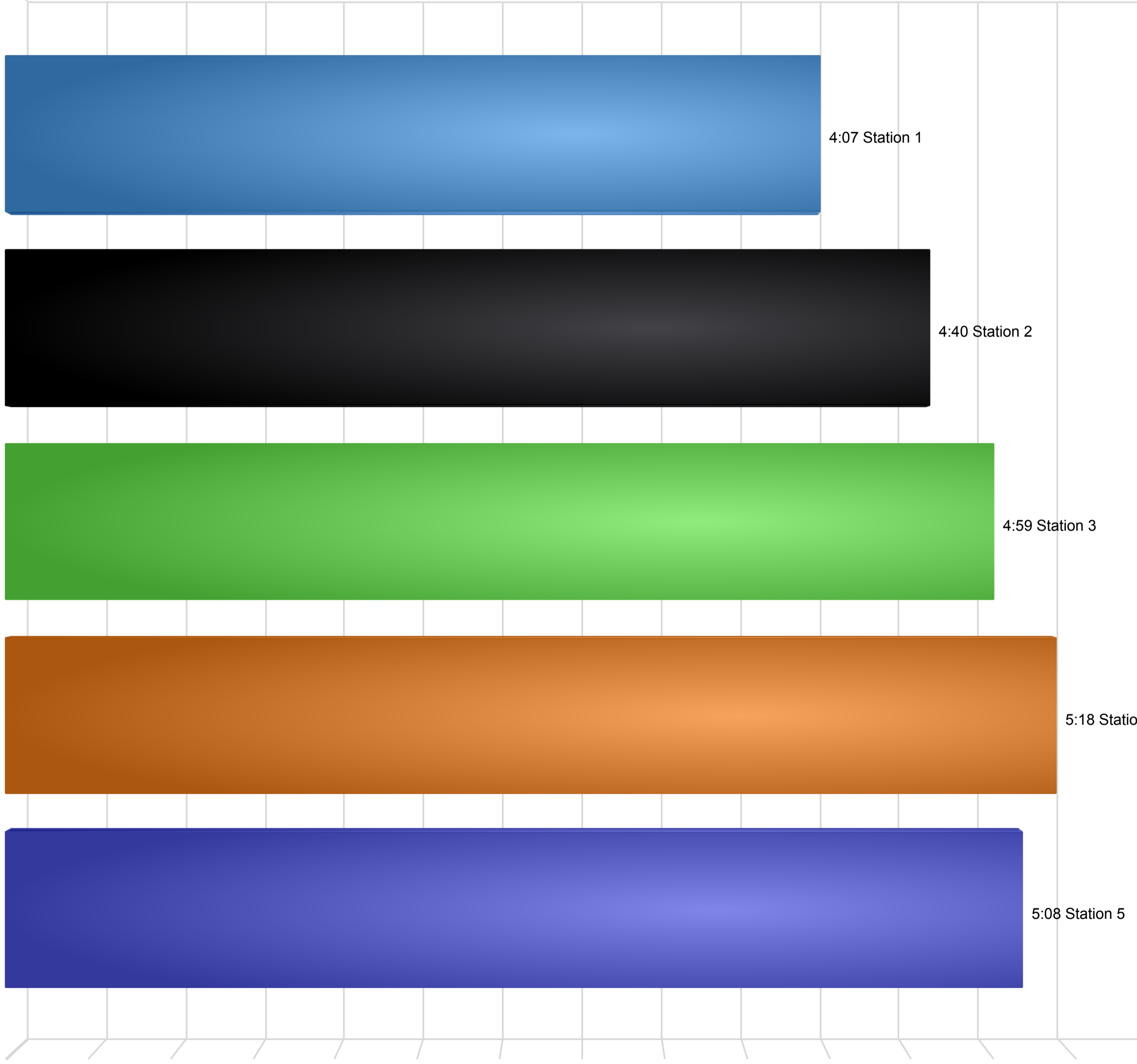
3:28 City of Dalton Fire..

# Average Response Time by Station

12/01/2023-12/31/2023

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

Response Time



Total of Station: 4:37

0:00 0:25 0:50 1:15 1:40 2:05 2:30 2:55 3:20 3:45 4:10 4:35 5:00 5:25 5:50



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

Report Period: 12/01/23 - 12/31/23 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	180.42
111 Building fire	74.63
322 Motor vehicle accident with injuries	39.60
324 Motor vehicle accident with no injuries.	37.59
745 Alarm system activation, no fire - unintentional	36.08
735 Alarm system sounded due to malfunction	24.34
743 Smoke detector activation, no fire - unintentional	20.95
611 Dispatched & canceled en route	11.18
412 Gas leak (natural gas or LPG)	10.03
113 Cooking fire, confined to container	7.92
143 Grass fire	6.67
424 Carbon monoxide incident	6.50
741 Sprinkler activation, no fire - unintentional	5.23
622 No incident found on arrival at dispatch address	4.33
132 Road freight or transport vehicle fire	3.95
353 Removal of victim(s) from stalled elevator	3.88
423 Refrigeration leak	3.60
671 HazMat release investigation w/no HazMat	3.03
131 Passenger vehicle fire	2.80
740 Unintentional transmission of alarm, other	2.27
651 Smoke scare, odor of smoke	2.02
520 Water problem, other	1.85
500 Service Call, other	1.73
154 Dumpster or other outside trash receptacle fire	1.73



<b>Incident Type</b>	<b>Hours</b>
323 Motor vehicle/pedestrian accident (MV Ped)	1.58
118 Trash or rubbish fire, contained	1.30
551 Assist police or other governmental agency	1.20
150 Outside rubbish fire, other	0.80
631 Authorized controlled burning	0.80
151 Outside rubbish, trash or waste fire	0.40

<b>Total</b>	<b>498.41</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Loss

(Dates: 12/01/23 - 12/31/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	6	1.84%	0	0	0.00%	1	100.00 %	0	0.00%	0	0.00%	3,850	100.00 %	11,100	100.00 %	14,950	100.00%
113	Cooking fire, confined to container	2	0.61%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
118	Trash or rubbish fire, contained	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
132	Road freight or transport vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
143	Grass fire	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
150	Outside rubbish fire, other	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
154	Dumpster or other outside trash receptacle fire	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
311	Medical assist, assist EMS crew	195	59.82%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	14	4.29%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	13	3.99%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
353	Removal of victim(s) from stalled elevator	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	4	1.23%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
423	Refrigeration leak	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
424	Carbon monoxide incident	2	0.61%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	2	0.61%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
520	Water problem, other	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	29	8.90%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
622	No incident found on arrival at dispatch address	7	2.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
631	Authorized controlled burning	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
671	HazMat release investigation w/no HazMat	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	7	2.15%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
740	Unintentional transmission of alarm, other	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
741	Sprinkler activation, no fire - unintentional	3	0.92%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	13	3.99%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	15	4.60%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Totals</b>		326	100%	0	0	100%	1	100%	0	100%	0	100%	3,850	100%	11,100	100%	14,950	100%
<b>Mutual Aid Given Incidents</b>		20																

# **Training Division Monthly Report**

## **December 2023**

### **Overview**

Monthly training included territory familiarization, core competency check-offs, special operations training, and company level drills chosen by company officers. The department hosted a course titled Battery IQ delivered by Noble Training that focused on response to lithium ion battery incidents. Seven students completed DFD's Aerial Apparatus Operator course and gained national certification as aerial operators. Training hours during the month of December totaled 1,114.

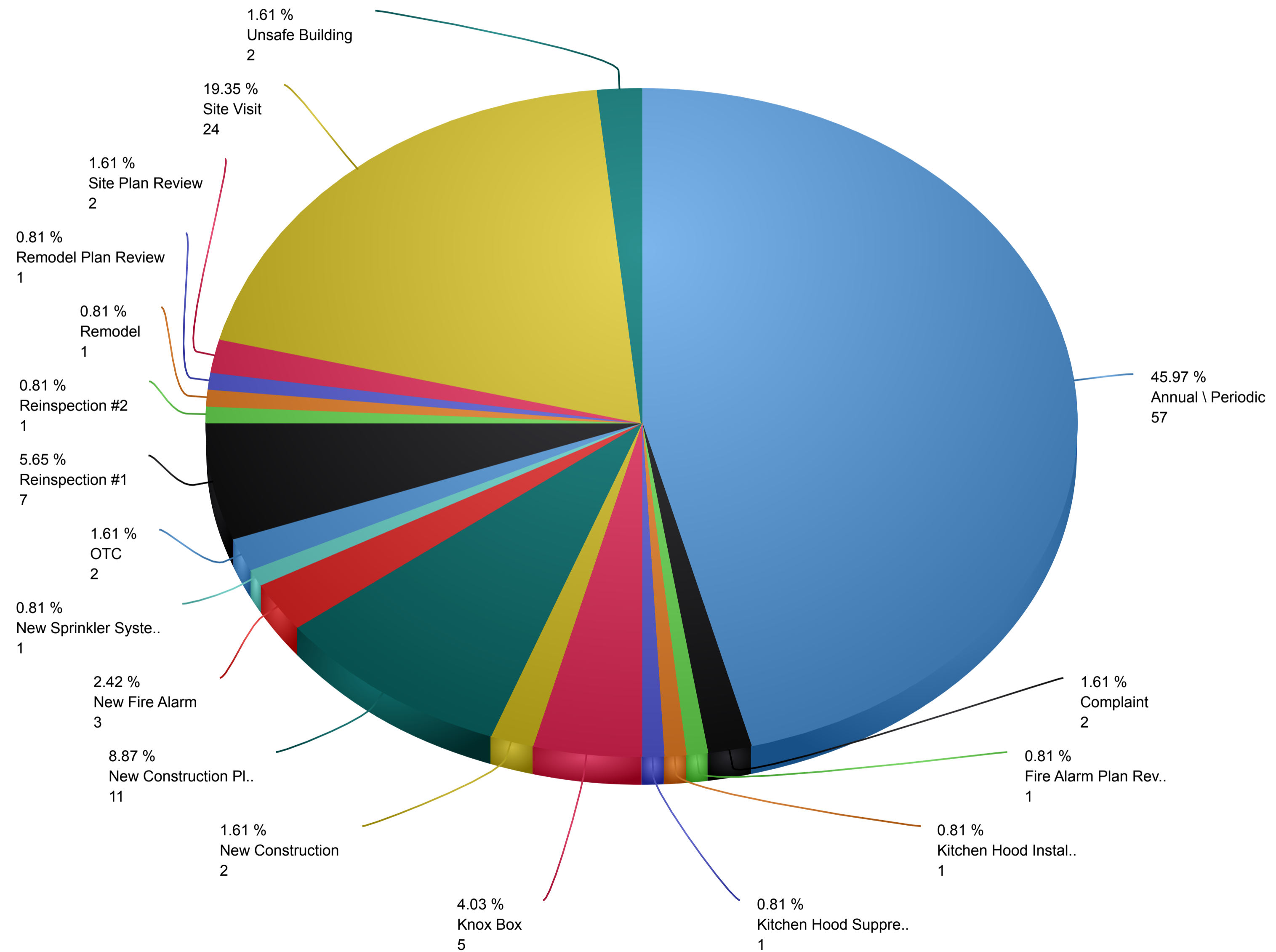
### **Outside Schools**

2 firefighters attended FEMA's Crowd Management for Sport and Special Events course presented by Texas Engineering Extension Service and hosted by Whitfield County Emergency Management

# Inspection Visit History by Inspection Type

12/01/2023-12/31/2023

- Annual \ Periodic
- Complaint
- Fire Alarm Plan Review
- Kitchen Hood Installation
- Kitchen Hood Suppression System Plan Review
- Knox Box
- New Construction
- New Construction Plan Review
- New Fire Alarm
- New Sprinkler System
- OTC
- Reinspection #1
- Reinspection #2
- Remodel
- Remodel Plan Review
- Site Plan Review
- Site Visit
- Unsafe Building



Total of Inspection Type: 124

**YEAR-TO-DATE BUDGET REPORT**  
12/31/2023

FOR 2023 12

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000	511100	WAGES REG	6,026,000	129,400	6,155,400	6,155,395.04	.00	4.96	100.0%
350000	511300	WAGES - OT	519,000	0	519,000	440,030.52	.00	78,969.48	84.8%
350000	512100	GROUP INS	1,079,235	-127,000	952,235	952,091.73	.00	143.27	100.0%
350000	512200	FICA & MED	500,800	-8,900	491,900	487,995.88	.00	3,904.12	99.2%
350000	512401	RETDPC	396,000	6,500	402,500	402,268.20	.00	231.80	99.9%
350000	512402	RET DBP	323,000	0	323,000	296,528.26	.00	26,471.74	91.8%
350000	512403	RET STATE	28,800	0	28,800	27,475.00	.00	1,325.00	95.4%
350000	512700	WORKERS CO	107,000	0	107,000	107,000.00	.00	.00	100.0%
350000	512900	OTHER EMPL	36,750	0	36,750	36,019.36	.00	730.64	98.0%
350000	512915	CLEANING A	49,900	-3,500	46,400	44,463.01	23.75	1,913.24	95.9%
350000	512950	FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%
350000	521210	LEGAL FEES	4,800	0	4,800	2,370.00	37.50	2,392.50	50.2%
350000	522140	LAWN CARE	4,000	0	4,000	4,000.00	.00	.00	100.0%
350000	522210	BUILD R&M	60,000	0	60,000	48,403.06	11,086.11	510.83	99.1%
350000	522220	EQ REPAIRS	24,000	10,700	34,700	28,965.94	5,382.78	351.28	99.0%
350000	522220	APPA MTN APP	100,000	23,690	123,690	123,657.32	.00	32.68	100.0%
350000	522320	RENT EQUIP	4,500	0	4,500	2,959.54	.00	1,540.46	65.8%
350000	523100	INSURANCE	32,980	32,000	64,980	64,561.11	.00	418.89	99.4%
350000	523200	COMMUNICAT	33,750	600	34,350	33,511.48	782.10	56.42	99.8%
350000	523500	TRAVEL	20,000	-7,500	12,500	8,962.97	.00	3,537.03	71.7%
350000	523600	DUES	6,000	0	6,000	5,084.90	128.00	787.10	86.9%
350000	523630	RADIO SUBC	11,500	0	11,500	10,492.20	.00	1,007.80	91.2%
350000	523640	VEHICLE IM	1,100	0	1,100	850.00	.00	250.00	77.3%
350000	523700	TRAINING	28,000	-11,600	16,400	15,550.09	314.03	535.88	96.7%
350000	523900	OTHER PUR	0	900	900	763.40	.00	136.60	84.8%
350000	523920	SOFT LIC	16,000	2,400	18,400	18,363.50	.00	36.50	99.8%
350000	531100	SUP GENERA	25,000	-4,000	21,000	20,814.07	.00	185.93	99.1%
350000	531110	SUP OFFICE	4,000	0	4,000	3,908.74	83.63	7.63	99.8%
350000	531120	UNIFORMS	140,000	18,500	158,500	158,500.00	.00	.00	100.0%
350000	531150	SUP GROUND	3,250	0	3,250	1,479.00	.00	1,771.00	45.5%
350000	531200	UTILITIES	163,000	-15,000	148,000	136,121.29	.00	11,878.71	92.0%
350000	531240	BOTTLE GAS	0	1,500	1,500	746.55	.00	753.45	49.8%
350000	531250	OIL	5,000	500	5,500	4,382.65	1,028.97	88.38	98.4%
350000	531270	GASOLINE	16,500	0	16,500	13,433.06	447.86	2,619.08	84.1%
350000	531275	DIESEL	62,000	-4,100	57,900	56,825.65	96.69	977.66	98.3%
350000	531300	MEALS FOOD	2,000	2,600	4,600	4,562.02	.00	37.98	99.2%
350000	531600	SMALL EQUI	30,000	0	30,000	11,372.08	835.80	17,792.12	40.7%
350000	531700	OTHER SUPP	15,000	-5,300	9,700	5,162.19	586.56	3,951.25	59.3%
350000	531700	HAZM OTHER SUPP	12,000	0	12,000	11,798.15	.00	201.85	98.3%
350000	531700	SAFET OTHER SUPP	5,000	0	5,000	4,928.53	.00	71.47	98.6%
350000	542500	OTHER EQUI	4,000	0	4,000	1,565.08	.00	2,434.92	39.1%
TOTAL GENERAL FUND - OPERATING		9,918,365	42,390	9,960,755	9,770,196.57	20,833.78	169,724.65	98.3%	
TOTAL EXPENSES		9,918,365	42,390	9,960,755	9,770,196.57	20,833.78	169,724.65		