



**PUBLIC SAFETY COMMISSION  
TUESDAY, AUGUST 23, 2022  
8:30 AM  
CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- [1.](#) Police Department Citizen Commendations - Yaser and Nohemi Gomez

**Approval of Minutes**

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

**Police Department**

- [3.](#) Crime/Crash Statistics July 2022
- [4.](#) Financial Statistics July 2022
- [5.](#) Written Directive Review

**Fire Department**

- [6.](#) Statistical Report for July 2022
- [7.](#) Financial Report for July 2022

**Adjournment**

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



Public Safety Commission

Terry Mathis  
Bill Weaver  
Anthony Walker  
Truman Whitfield  
Alex Brown

**DALTON POLICE DEPARTMENT**

301 Jones Street, Dalton, Georgia 30720  
Phone: 706-278-9085

Nohemi Gomez  
2454 Waring Rd  
Dalton, GA 30721

Ms Gomez,

I would like to thank you for your recent assistance with the apprehension of the suspect responsible for burglarizing the Wells Fargo bank in downtown Dalton. Your attention to something out of the ordinary and your willingness to alert us was critical in solving this case. Sgt. Mollie Parker wrote to me about this incident and said, "Without the assistance from the witnesses, officers would not have been able to identify and apprehend the offender. These witnesses called 911 to report the crime, took photos and video of the suspect walking out of the building and leaving the scene in his vehicle. Without this information, we may have never been able to make an arrest or know all the dangerous activities this suspect was involved in that could have resulted in injury and property damage. These citizens went above and beyond to protect their community and should be commended for their actions."

This is a great example of community crime prevention and your actions are truly appreciated by me and all the officers of our department.

Thank you,

A handwritten signature in blue ink, appearing to read "W C Cason".

Cliff Cason  
Chief of Police

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



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This is a great example of community crime prevention and your actions are truly appreciated by me and all the officers of our department.

Thank you,

A handwritten signature in blue ink, appearing to read "W.C. Cason".

Cliff Cason  
Chief of Police

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
JULY 26, 2022

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – June Employee of the Month – Matthew Kumnick

Assistant Police Chief Chris Crossen presented Detective Matthew Kumnick with the June 2022 employee of the month for his efforts in putting together timely information on gang activity to share with the patrol division. As a result, the patrol division has been able to more effectively pursue leads and investigate incidents they are faced with.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of June 28, 2022. On the motion of Commissioner Weaver, second Commissioner Brown, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for June 2022

Assistant Police Chief Chris Crossen gave a written and oral summary of the Crime and Crash Statistical Reports for the month of June 2022. As noted in the written summary, Assistant Chief Crossen reported the rate of Year to Date Part I crimes are approximately 16.7% lower and Part II crimes are approximately 24.2% lower when compared to the past 5-year average. Assistant Chief Crossen further reported there were 106 non-private property crashes reported for the month and injury crashes decreased from May 2022.

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

Financial Statistics for June 2022

Assistant Police Chief Chris Crossen presented the Financial Report for all divisions within the Dalton Police Department for the month of June 2022. Assistant Chief Crossen reported the department has expended 49% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

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.

POLICE DEPARTMENT

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Written Directives

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

- 2.12 Firearms
- 2.27 Employee In and Out-Processing
- 4.9 Arrests / Arrest Warrants
- 6.9 Active Threats
- 7.3 Whitfield County Child Abuse Protocol
- 7.6 Sexual Assault Investigation
- 7.19 Municipal Court and Municipal Meeting Security

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

FIRE DEPARTMENT

Monthly Statistical Report – June 2022

Fire Chief Todd Pangle presented the June 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 304 Total Responses, a Dollar Value Saved & Loss Analysis of \$221,000.00, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – June 2022

Fire Chief Todd Pangle presented the Financial Report for the month of June 2022 to the Commission. Chief Pangle stated the department has expended 44.8% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

On the motion of Commissioner Walker, second Commissioner Brown, the 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.

Self-Contained Breathing Apparatus Proposal

On the motion of Commissioner Weaver, second Commissioner Walker, the Commission approved the RFP for the Fire Department's Self-Contained Breathing Apparatus in the amount of \$259,120.00. The vote was unanimous in favor.

FIRE DEPARTMENT

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Station Four Roof Proposal

On the motion of Commissioner Brown, second Commissioner Whitfield, the Commission ratified the Fire Department's Station #4 roof proposal in the amount of \$23,820.00. 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 9:17 a.m.

\_\_\_\_\_  
Terry Mathis, Chairman

ATTEST:

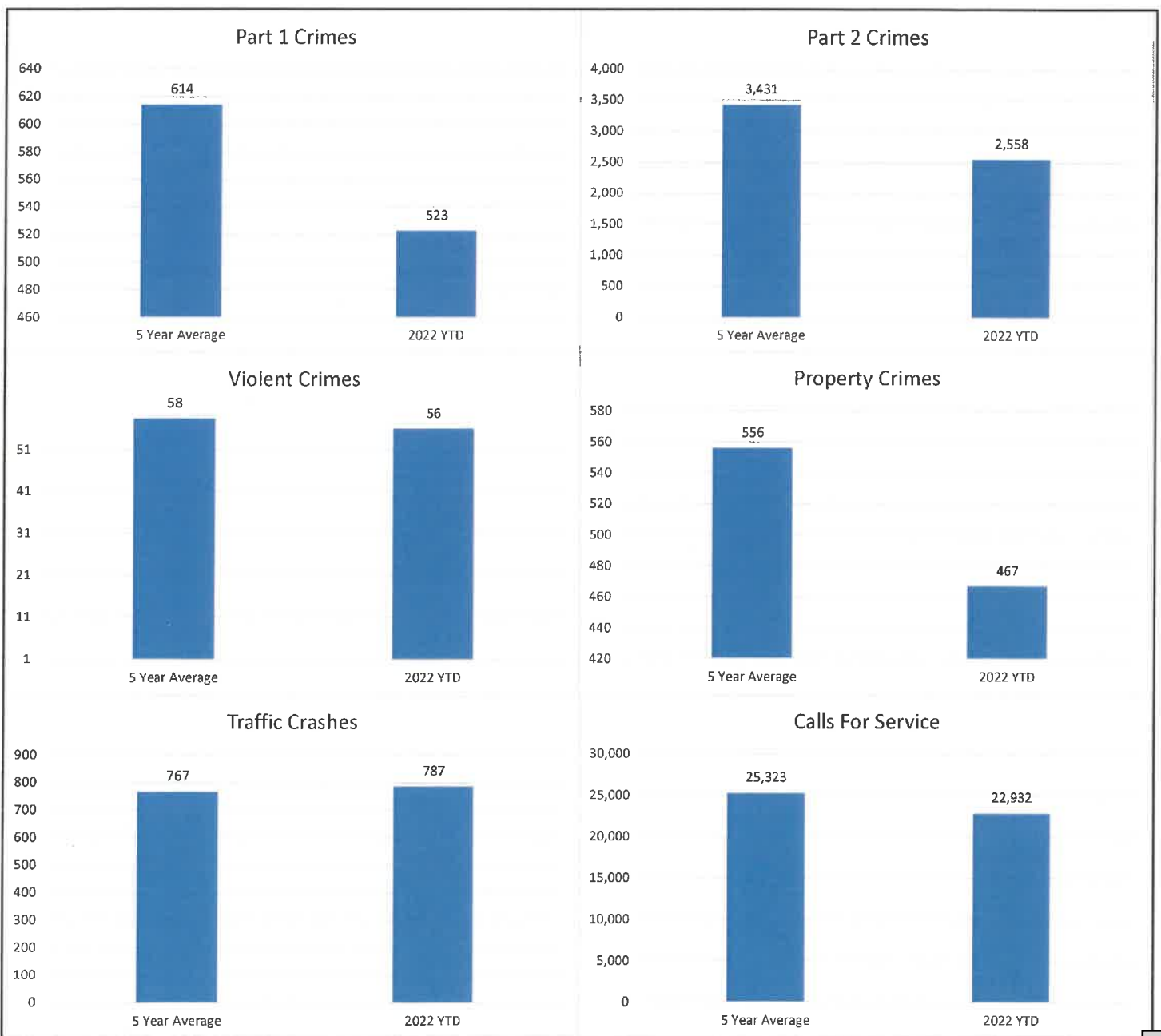
\_\_\_\_\_  
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 23, 2022**

**Summary of Data and Crime Statistics for July 2022**

**General**

The following statistics compare 2022 year-to-date statistics with the previous five years. Part 1 crimes are approximately 14.9% lower than the five-year statistics. Part 2 crimes have decreased by approximately 25.4% during the same time. Property crimes show a decrease of approximately 16.0% from the five-year average. Violent crimes have decreased by approximately 4.1% from the five-year average. Traffic crashes are approximately 2.7% higher than the five-year average. Calls for service show a decrease of approximately 9.4% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 23, 2022**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2018-2022  
July 2022

	2018	2019	2020	2021	2022	TREND
Part I Crimes YTD	680	643	506	517	523	
Homicides	0	1	0	1	1	
Rape	5	12	5	9	8	
Robbery	20	2	12	2	11	
Aggravated Assault	27	42	38	47	36	
<b>Violent Crime Totals</b>	<b>52</b>	<b>57</b>	<b>55</b>	<b>59</b>	<b>56</b>	
Burglary	93	59	54	59	45	
Larceny-Theft	485	496	357	328	378	
Motor Vehicle Theft	47	31	39	70	39	
Arson	3	0	1	1	5	
<b>Property Crime Totals</b>	<b>628</b>	<b>586</b>	<b>451</b>	<b>458</b>	<b>467</b>	
Violent Crime Clearance	71%	82%	58%	71%	63%	
Property Crime Clearance	35%	48%	30%	42%	47%	
Part I Arrests	205	268	150	164	184	
Citations	8,138	7,610	7,068	6,014	6,984	
Calls for Service	24,573	25,900	28,968	23,633	22,932	
Traffic Crashes	782	804	646	790	787	

**Analysis**

In the year to date 2022 there have been 523 Part 1 crimes reported, compared to 517 in 2021. There have been nine more robberies and one homicide reported in 2022, while total violent crime numbers are lower than in 2021.

There have been 56 violent crimes reported 2022 YTD compared to 59 reported violent crimes 2021 YTD. There have been 36 aggravated assaults reported in 2022 compared to 47 in 2021. Year to date property crimes have shown an increase of approximately 2.0% when compared to 2021 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are lower than the average of 556. Violent crime numbers are slightly lower than the five-year average of 58.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 23, 2022**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2022	2021			2022	2021			2022	2021
	7/22	7/21	YTD	YTD	7/22	7/21	YTD	YTD	7/22	7/21	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	1	1	0	1	0	1	0	1	1	2
Rape	1	0	8	9	1	2	5	6	0	0	2	1
Robbery	1	0	11	2	0	1	14	5	0	1	14	2
Aggravated Assault	6	11	36	47	5	10	16	30	5	9	14	26
Burglary	5	12	45	59	8	5	19	20	8	3	12	15
Larceny - Theft	54	65	378	328	25	24	189	147	17	16	136	107
Motor Vehicle Theft	6	12	39	70	1	6	11	26	0	3	4	11
Arson	5	0	5	1	1	0	1	0	1	0	1	0
<b>PART I SUBTOTAL</b>	<b>78</b>	<b>100</b>	<b>523</b>	<b>517</b>	<b>41</b>	<b>49</b>	<b>255</b>	<b>235</b>	<b>31</b>	<b>33</b>	<b>184</b>	<b>164</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	31	30	204	207	31	37	172	199	22	24	112	142
Forgery/Counterfeiting	8	8	46	34	0	5	13	9	0	3	10	6
Fraud	13	16	100	103	3	6	20	40	1	3	12	27
Embezzlement	0	0	0	1	0	0	0	1	0	0	0	0
Stolen Property	0	1	8	8	0	1	4	3	0	1	4	2
Vandalism	26	36	142	167	9	13	48	53	7	12	31	33
Weapons Violations	3	5	27	30	3	6	25	39	3	6	25	37
Commercial Sex	1	0	2	0	1	0	1	0	0	0	0	0
Other Sex Offenses	2	5	27	34	2	6	15	18	2	3	5	8
Drug Sales	5	7	39	50	7	7	36	45	7	7	31	45
Drug Possession	16	26	154	205	10	23	116	201	8	22	94	175
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	3	4	25	30	0	2	17	20	0	2	14	18
Liquor Violations	5	3	50	32	5	3	44	27	4	3	43	26
Drunkenness	11	12	61	58	10	10	55	58	10	10	55	57
Other Disorderly Conduct	15	14	84	112	16	10	74	81	12	8	55	61
Curfew Violations	0	1	4	13	0	0	2	9	0	0	2	8
All Other Offenses	199	265	1465	1778	205	361	1717	1767	193	310	1565	1530
DUI	17	13	120	130	22	13	123	132	22	13	123	131
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>355</b>	<b>446</b>	<b>2558</b>	<b>2992</b>	<b>324</b>	<b>503</b>	<b>2482</b>	<b>2702</b>	<b>291</b>	<b>427</b>	<b>2181</b>	<b>2306</b>
<b>PART I AND II TOTAL</b>	<b>433</b>	<b>546</b>	<b>3081</b>	<b>3509</b>	<b>365</b>	<b>552</b>	<b>2737</b>	<b>2937</b>	<b>322</b>	<b>460</b>	<b>2365</b>	<b>2470</b>

	Crashes				Enforcement				
	7/22	7/21	2022 YTD	2021 YTD	7/22	7/21	2022 YTD	2021 YTD	
Public Roadway	94	106	787	790	Citations	468	632	3,701	3,783
					Warnings	490	426	3,283	2,231
911 Calls	3,339	3,668	22,932	23,633	Totals	958	1,058	6,984	6,014



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 23, 2022**

**July 2022 Crash Statistics**

In July 2022 there were 94 non-private property crashes reported. Total crashes, injury crashes, and total injuries decreased from June 2022. Rear end and angle crashes were the most prevalent during July 2022. Following too closely was the leading contributing factor in non-injury, while failure to yield was the leading contributing factor for injury crashes. Walnut Ave had the highest number of injury and non-injury crashes in July 2022.

<b>July 2022 Crash Statistics</b>						
<b>Total Crashes</b>	<b>June 2022</b>	<b>May 2022</b>	<b>Change</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>Change</b>
	94	127	-26.0%	787	790	-0.4%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	20	15	4	1	0	8
<b>Total Injuries</b>	30					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
4	5	19		23		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	17		0000 - 0559	3		
Tuesday	14		0600 - 0859	8		
Wednesday	17		0900 - 1059	7		
Thursday	8		1100 - 1359	27		
Friday	19		1400 - 1559	14		
Saturday	9		1600 - 1859	21		
Sunday	10		1900 - 2159	7		
			2200 - 2359	7		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Rear End	38		Following Too Closely	23		
Angle	32		Distracted	19		
Collision with an Object	12		Failure to Yield	18		
Sideswipe - Same Direction	8		Changed Lanes Improperly	9		
Sideswipe - Opposite Direction	4		Other	9		
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	25	26.6%	13	43.3%		
Chattanooga Rd	11	11.7%	3	10.0%		
Glenwood Ave	4	4.3%	4	13.3%		
Shugart Rd	4	4.3%	2	6.7%		
Tibbs Rd	4	4.3%	0	0.0%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
July 2022	Walnut Ave, Glenwood, Shugart		18	179		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISION MEETING  
AUGUST 23, 2022

SUMMARY OF THE FINANCIAL STATISTICS FOR JULY 2022

The police department budget for FY 2022 is currently in its implementation phase, and we have expended approximately 55% of our 2022 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2022 goals and meet the needs of the department.

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>321000 PD ADMINISTRATION</b>							
321000 511100 WAGES - REGULAR	454,750	6,300	461,050	273,560.99	.00	187,489.01	59.3%
321000 511300 WAGES - OVERTIME	1,500	0	1,500	10.40	.00	1,489.60	97.7%
321000 512100 GROUP INSURANCE	45,100	0	45,100	24,582.66	.00	20,517.34	54.5%
321000 512200 FICA & MEDICARE	35,000	500	35,500	21,123.74	.00	14,376.26	59.5%
321000 512401 RETIREMENT DCP	14,330	0	14,330	8,277.26	.00	6,052.74	57.8%
321000 512402 RETIREMENT DBP	57,100	0	57,100	35,682.40	.00	21,417.60	62.5%
321000 512403 RETIREMENT STATE	1,200	0	1,200	800.00	.00	400.00	66.7%
321000 512700 WORKERS COMPENSAT	10,100	0	10,100	6,742.64	.00	3,357.36	66.8%
321000 512900 OTHER EMPLOYEE BE	2,800	0	2,800	3,089.78	.00	-289.78	110.3%
321000 512915 CLEANING ALLOWANC	1,800	0	1,800	208.50	.00	1,591.50	11.6%
321000 512916 CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
321000 521210 PROFESSIONAL - LE	20,000	-2,000	18,000	11,952.65	.00	6,047.35	66.4%
321000 521300 TECHNICAL CONTRAC	4,000	-2,500	1,500	.00	.00	1,500.00	0.0%
321000 522220 EQUIPMENT MAINT &	5,000	0	5,000	2,632.98	.00	2,367.02	52.7%
321000 522230 VEHICLE REPAIRS &	2,000	4,000	6,000	3,920.93	.00	2,079.07	65.3%
321000 522320 RENTAL - EQUIPMEN	9,000	0	9,000	4,047.76	.00	4,952.24	45.0%
321000 523100 INSURANCE COMMERC	117,755	-1,100	116,655	114,954.45	.00	1,700.55	98.5%
321000 523200 COMMUNICATIONS	47,000	-1,200	45,800	23,923.11	.00	21,876.89	52.2%
321000 523210 POSTAGE	3,500	-200	3,300	405.86	.00	2,894.14	12.3%
321000 523400 PRINTING & BINDIN	3,000	-1,000	2,000	1,511.97	.00	488.03	75.6%
321000 523500 TRAVEL	4,000	0	4,000	3,420.12	.00	579.88	85.5%
321000 523600 DUES & FEES	4,000	0	4,000	2,701.57	.00	1,298.43	67.5%
321000 523630 RADIO SUBSCRIBER F	25,000	0	23,500	23,155.20	.00	344.80	98.5%
321000 523700 TRAINING & EDUCAT	8,000	-1,500	6,500	3,923.50	.00	4,076.50	49.0%
321000 523850 CONTRACT LABOR	0	5,400	5,400	5,382.50	.00	17.50	99.7%
321000 523920 SOFTWARE LICENSES	158,500	-5,400	153,100	93,318.47	.00	59,781.53	61.0%
321000 531100 SUPPLIES - GENERA	800	0	800	93.35	.00	706.65	11.7%
321000 531110 SUPPLIES - OFFICE	2,000	0	2,000	155.07	.00	1,844.93	7.8%
321000 531250 OIL	800	0	800	.00	.00	800.00	0.0%
321000 531270 GASOLINE	5,000	0	5,000	3,307.21	.00	1,692.79	66.1%
321000 531300 MEALS - FOOD	2,000	0	2,000	211.57	.00	1,788.43	10.6%
321000 531700 OTHER SUPPLIES	2,000	0	2,000	840.97	.00	1,159.03	42.0%
321000 572000 PAYMENT TO OTHER	0	13,035	13,035	13,035.00	.00	.00	100.0%
TOTAL PD ADMINISTRATION	1,048,835	14,335	1,063,170	687,872.61	.00	375,297.39	64.7%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>322100 PD CRIMINAL INVESTIGATION DIV</b>							
322100 511100 WAGES - REGULAR	1,031,800	14,300	1,046,100	575,278.85	.00	470,821.15	55.0%
322100 511300 WAGES - OVERTIME	46,000	0	46,000	7,770.26	.00	38,229.74	16.9%
322100 512100 GROUP INSURANCE	215,200	0	215,200	113,271.14	.00	101,928.86	52.6%
322100 512200 FICA & MEDICARE	82,450	1,090	83,540	43,908.72	.00	39,631.28	52.6%
322100 512401 RETIREMENT DCP	63,000	0	63,000	32,515.17	.00	30,484.83	51.6%
322100 512402 RETIREMENT DBP	81,800	0	81,800	47,239.00	.00	34,561.00	57.7%
322100 512403 RETIREMENT STATE	4,500	0	4,500	2,550.00	.00	1,950.00	56.7%
322100 512700 WORKERS COMPENSAT	26,880	0	26,880	17,945.36	.00	8,934.64	66.8%
322100 512900 OTHER EMPLOYEE BE	6,300	0	6,300	3,595.96	.00	2,704.04	57.1%
322100 512915 CLEANING ALLOWANC	4,000	0	4,000	1,231.75	.00	2,768.25	30.8%
322100 512916 CLOTHING ALLOWANC	9,000	0	9,000	3,600.00	.00	5,400.00	40.0%
322100 522220 EQUIPMENT MAINT &	3,500	0	3,500	403.29	.00	3,096.71	11.5%
322100 522230 VEHICLE REPAIRS &	7,000	0	7,000	2,792.13	.00	4,207.87	39.9%
322100 523500 TRAVEL	14,400	0	14,400	6,204.07	.00	8,195.93	43.1%
322100 523600 DUES & FEES	2,200	0	2,200	735.00	.00	1,465.00	33.4%
322100 523700 TRAINING & EDUCAT	14,400	0	14,400	12,970.00	.00	1,430.00	90.1%
322100 523900 PEPI OTHER PURCHAS	25,000	0	25,000	10,300.00	.00	14,700.00	41.2%
322100 531100 SUPPLIES - GENERA	3,000	0	3,000	2,366.97	.00	633.03	78.9%
322100 531110 SUPPLIES - OFFICE	4,000	0	4,000	1,151.64	.00	2,848.36	28.8%
322100 531250 OIL	3,400	0	3,400	.00	.00	3,400.00	0%
322100 531270 GASOLINE	16,000	0	16,000	10,369.16	.00	5,630.84	64.8%
322100 531300 MEALS - FOOD	700	0	700	198.91	.00	501.09	28.4%
322100 531600 SMALL EQUIPMENT <	0	0	0	-97.93	.00	97.93	100.0%
322100 531700 OTHER SUPPLIES	5,000	-500	4,500	986.38	.00	3,513.62	21.9%
322100 542400 COMPUTERS & COMPU	28,000	0	28,000	27,999.94	.00	.06	100.0%
<b>TOTAL PD CRIMINAL INVESTIGATION DIV</b>	<b>1,697,530</b>	<b>14,890</b>	<b>1,712,420</b>	<b>925,285.77</b>	<b>.00</b>	<b>787,134.23</b>	<b>54.0%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>522300 PD PATROL</b>							
322300 511100 WAGES - REGULAR	3,928,000	-37,320	3,890,680	2,214,391.55	.00	1,676,288.45	56.9%
322300 511300 WAGES - OVERTIME	110,000	-5,130	104,870	21,111.99	.00	83,758.01	20.1%
322300 512100 GROUP INSURANCE	662,500	-18,990	643,510	372,930.43	.00	270,579.57	58.0%
322300 512200 FICA & MEDICARE	308,900	-3,245	305,655	169,528.23	.00	136,126.75	55.5%
322300 512401 RETIREMENT DCP	330,000	-9,405	320,595	187,144.66	.00	133,450.34	58.4%
322300 512402 RETIREMENT DBP	135,000	0	135,000	47,393.24	.00	87,606.76	35.1%
322300 512403 RETIREMENT STATE	21,500	0	21,500	11,625.00	.00	9,875.00	54.1%
322300 512700 WORKERS COMPENSAT	117,300	-300	117,000	78,311.36	.00	38,688.64	66.9%
322300 512900 OTHER EMPLOYEE BE	23,800	-540	23,260	14,547.50	.00	8,712.50	62.5%
322300 512915 CLEANING ALLOWANC	10,000	0	10,000	3,794.35	.00	6,205.65	37.9%
322300 522220 EQUIPMENT MAINT &	11,500	0	11,500	5,629.04	.00	5,870.96	48.9%
322300 522230 VEHICLE REPAIRS &	38,000	-2,000	36,000	28,341.28	.00	7,658.72	78.7%
322300 522300 SHOP VEHICLE EXP -	118,000	0	118,000	48,461.35	.00	69,538.65	41.1%
322300 523500 TRAVEL	59,000	-750	58,250	46,238.20	.00	12,011.80	79.4%
322300 523500 DUES & FEES	3,800	0	3,800	62.00	.00	3,738.00	1.6%
322300 523700 TRAINING & EDUCAT	50,000	-1,500	48,500	8,995.28	.00	39,504.72	18.5%
322300 531100 SUPPLIES - GENERA	5,500	0	5,500	1,720.62	.00	3,779.38	31.3%
322300 531110 SUPPLIES - OFFICE	3,000	-500	2,500	577.53	.00	1,922.47	23.1%
322300 531120 UNIFORMS	60,000	-1,000	59,000	8,846.22	.00	50,153.78	15.0%
322300 531250 OIL	3,000	0	3,000	1,181.29	.00	1,818.71	39.4%
322300 531270 GASOLINE	157,000	46,000	203,000	101,819.40	.00	101,180.60	50.2%
322300 531300 MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300 531600 SMALL EQUIPMENT <	26,000	10,605	36,605	21,931.25	.00	14,673.75	59.9%
322300 531700 OTHER SUPPLIES	5,000	0	5,000	448.00	.00	4,552.00	9.0%
<b>TOTAL PD PATROL</b>	<b>6,188,800</b>	<b>-24,075</b>	<b>6,164,725</b>	<b>3,395,029.79</b>	<b>.00</b>	<b>2,769,695.21</b>	<b>55.1%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJ STMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>322400 PD SUPPORT SERVICES</b>							
322400 511100 WAGES - REGULAR	630,500	7,800	638,300	340,268.94	.00	298,031.06	53.3%
322400 511200 WAGES - PART TIME	4,800	0	4,800	.00	.00	4,800.00	0.0%
322400 511300 WAGES - OVERTIME	8,500	0	8,500	149.83	.00	8,350.17	1.8%
322400 512100 GROUP INSURANCE	152,700	0	152,700	75,989.66	.00	76,710.34	49.8%
322400 512200 FICA & MEDICARE	49,000	1,660	50,660	25,375.75	.00	25,284.25	50.1%
322400 512401 RETIREMENT DCP	48,000	0	48,000	10,708.58	.00	37,291.42	22.3%
322400 512402 RETIREMENT DBP	42,700	0	42,700	37,877.80	.00	4,822.20	88.7%
322400 512403 RETIREMENT STATE	1,200	0	1,200	750.00	.00	450.00	62.5%
322400 512700 WORKERS COMPENSAT	21,840	0	21,840	14,554.00	.00	7,286.00	66.6%
322400 512900 OTHER EMPLOYEE BE	3,900	0	3,900	2,231.13	.00	1,668.87	57.2%
322400 512915 CLEANING ALLOWANC	2,400	0	2,400	145.85	.00	2,254.15	6.1%
322400 512916 CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
322400 521300 TECHNICAL CONTRAC	8,500	0	8,500	3,069.00	.00	5,431.00	36.1%
322400 521300 LAWN CARE CONTRAC	13,500	0	13,500	3,209.00	.00	10,291.00	23.8%
322400 522100 BUILDING REPAIRS	40,000	0	40,000	15,257.36	.00	24,742.64	38.1%
322400 522230 VEHICLE REPAIRS &	3,000	0	3,000	744.48	.00	2,255.52	24.8%
322400 522300 TRAVEL	21,000	0	21,000	2,675.00	.00	18,325.00	12.7%
322400 523500 DUES & FEES	2,700	0	2,700	1,050.00	.00	1,650.00	38.9%
322400 523620 CREDIT CARD & BAN	0	120	120	126.99	.00	-6.99	105.8%
322400 523700 TRAINING & EDUCAT	21,000	0	21,000	6,365.55	.00	14,634.45	30.3%
322400 531100 SUPPLIES - GENERA	3,000	0	3,000	2,306.66	.00	693.34	76.9%
322400 531110 SUPPLIES - OFFICE	3,200	0	3,200	1,596.28	.00	1,603.72	49.9%
322400 531120 UNIFORMS	4,000	0	4,000	144.00	.00	3,856.00	3.6%
322400 531150 SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155 SUPPLIES - BUILDI	28,000	0	28,000	4,594.58	.00	23,405.42	16.4%
322400 531200 UTILITIES	50,000	0	50,000	27,651.50	.00	22,348.50	55.3%
322400 531250 OIL	300	0	300	.00	.00	300.00	0.0%
322400 531270 GASOLINE	7,000	0	7,000	3,905.00	.00	3,095.00	55.8%
322400 531300 MEALS - FOOD	500	0	500	177.19	.00	322.81	35.4%
322400 531700 OTHER SUPPLIES	14,000	-120	13,880	1,961.26	.00	11,918.74	14.1%
322400 542400 COMPUTERS & COMPU	2,000	0	2,000	599.18	.00	1,400.82	30.0%
TOTAL PD SUPPORT SERVICES	1,190,340	9,460	1,199,800	583,784.57	.00	616,015.43	48.7%



YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322600 CUSTODY OF PRISONERS</b>								
322600 523900	OTHER PURCHASED S	105,000	0	105,000	42,778.75	.00	62,221.25	40.7%
TOTAL CUSTODY OF PRISONERS		105,000	0	105,000	42,778.75	.00	62,221.25	40.7%
TOTAL GENERAL FUND - OPERATING		10,230,505	14,610	10,245,115	5,634,751.49	.00	4,610,363.51	55.0%
TOTAL EXPENSES		10,230,505	14,610	10,245,115	5,634,751.49	.00	4,610,363.51	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 99

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,230,505	14,610	10,245,115	5,634,751.49	.00	4,610,363.51	55.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99		ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210	CONFISCATED ASSETS								
<b>210001 REVENUES</b>									
210001	351320 STATE CASH CONFISC		-43,000	0	-43,000	-24,250.00	.00	-18,750.00	56.4%
210001	361400 STATE INTEREST INC		-250	0	-250	-102.85	.00	-147.15	41.1%
210001	361400 TREAS INTEREST TRE		-50	0	-50	-21.66	.00	-28.34	43.3%
210001	392100 STATE SALE OF ASSE		-5,000	0	-5,000	-2,323.00	.00	-2,675.00	46.5%
<b>TOTAL REVENUES</b>			-48,300	0	-48,300	-26,699.51	.00	-21,600.49	55.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2022-99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
<b>210415 EXPENDITURES</b>							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	3,408.88	.00	1,091.12	75.8%
210415 523200 STATE COMMUNICATIO	17,000	0	17,000	4,415.14	.00	12,584.86	26.0%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700 STATE TRAINING & E	5,000	0	5,000	4,595.00	.00	405.00	91.9%
210415 531600 JUSTI SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531600 STATE SMALL EQUIPM	21,650	0	21,650	.00	.00	21,650.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 JUSTI OTHER SUPPLI	500	0	500	.00	.00	500.00	.0%
210415 531700 TREAS OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
TOTAL EXPENDITURES	50,300	0	50,300	12,419.02	.00	37,880.98	24.7%
TOTAL CONFISCATED ASSETS	2,000	0	2,000	-14,280.49	.00	16,280.49	-714.0%
TOTAL REVENUES	-48,300	0	-48,300	-26,699.51	.00	-21,600.49	
TOTAL EXPENSES	50,300	0	50,300	12,419.02	.00	37,880.98	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,000	0	2,000	-14,280.49	.00	16,280.49	-714.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99		ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370001 REVENUES</b>										
370001	361400	INTEREST INCOME		-2,000	0	-2,000	-1,754.58	.00	-245.42	87.7%
370001	371000	DONATIONS		0	-62,500	-62,500	.00	.00	-62,500.00	.0%
		TOTAL REVENUES		-2,000	-62,500	-64,500	-1,754.58	.00	-62,745.42	2.7%



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370002 OTHER FINANCING SOURCES</b>							
370002 391000 GF TRANSFERS IN	-384,600	-3,008,000	-3,392,600	-3,392,600.00	.00	.00	100.0%
370002 392100 SALE OF ASSETS (G	0	-35,000	-35,000	.00	.00	-35,000.00	.0%
TOTAL OTHER FINANCING SOURCES	-384,600	-3,043,000	-3,427,600	-3,392,600.00	.00	-35,000.00	99.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370005 EXPENDITURES</b>							
370005 522210 132 FACILITY REPAIR	0	0	0	164,824.19	.00	-164,824.19	100.0%
370005 522210 350 FACILITY REPAIR	0	264,000	264,000	.00	23,820.00	240,180.00	9.0%
370005 522210 610 FACILITY REPAIR	0	78,000	78,000	.00	.00	78,000.00	.0%
370005 522240 610 SITE REPAIRS &	0	198,000	198,000	.00	.00	198,000.00	.0%
370005 523920 133 COMPUTER SOFTW	0	0	0	23,365.64	.00	-23,365.64	100.0%
370005 531600 153 SMALL EQUIPMEN	0	90,000	90,000	.00	.00	90,000.00	.0%
370005 531600 610 SMALL EQUIPMEN	0	0	0	1,368.00	.00	-1,368.00	100.0%
370005 541100 610 SITES	0	0	0	92,200.00	.00	-92,200.00	100.0%
370005 541200 610 SITE IMPROVEME	0	1,616,000	1,616,000	.00	.00	1,616,000.00	.0%
370005 541300 610 BUILDINGS & BU	0	265,000	265,000	.00	.00	265,000.00	.0%
370005 541400 INFRASTRUCTURE	396,600	0	396,600	.00	.00	396,600.00	.0%
370005 541400 132 INFRASTRUCTURE	0	250,000	250,000	.00	.00	250,000.00	.0%
370005 542100 420 MACHINERY	0	1,166,000	1,166,000	.00	761,191.00	404,809.00	65.3%
370005 542200 132 VEHICLES	0	63,625	63,625	.00	.00	63,625.00	.0%
370005 542200 320 VEHICLES	0	298,300	298,300	.00	.00	298,300.00	.0%
370005 542200 350 VEHICLES FD	0	65,000	65,000	.00	255,400.00	-190,400.00	392.9%
370005 542200 610 VEHICLES	0	45,000	45,000	.00	44,624.00	-376.00	99.2%
370005 542400 132 COMPUTERS & CO	0	220,000	220,000	5,020.00	.00	-5,020.00	100.0%
370005 542400 153 COMPUTERS & CO	0	0	0	.00	.00	220,000.00	.0%
370005 542500 610 OTHER EQUIPMEN	0	100,000	100,000	2,740.79	2,325.49	-5,066.28	100.0%
370005 542500 154 OTHER EQUIPMEN	0	0	0	.00	.00	100,000.00	.0%
370005 542500 350 OTHER EQUIPMEN	0	255,400	255,400	.00	.00	255,400.00	.0%
370005 542500 420 OTHER EQUIPMEN	0	0	0	.00	187,220.00	-187,220.00	100.0%
<b>TOTAL EXPENDITURES</b>	396,600	4,974,325	5,370,925	289,518.62	1,274,580.49	3,806,825.89	29.1%
<b>TOTAL CAPITAL ACQUISITION FUND</b>	10,000	1,868,825	1,878,825	-3,104,835.96	1,274,580.49	3,709,080.47	-97.4%
<b>TOTAL REVENUES</b>	-386,600	-3,105,500	-3,492,100	-3,394,354.58	.00	-97,745.42	
<b>TOTAL EXPENSES</b>	396,600	4,974,325	5,370,925	289,518.62	1,274,580.49	3,806,825.89	



YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,000	1,868,825	1,878,825	-3,104,835.96	1,274,580.49	3,709,080.47	-97.4%

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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	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	MISCELLANEOUS ACCOUNT 389000 (POLIC):					342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT	
		Records Unit	COPIES/ CRIMINAL HIST. Reports				PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REIM. **				GRANT NAME
CUM	0.00	4272.00	3335.00	4175.00	0.00	675.00	35.00	12216.27	62.98	0.00	0.00	0.00	0.00	25964.90	
JULY															
7/1/2022		90.00												90.00	
7/5/2022		75.00												75.00	
7/6/2022		60.00												60.00	
7/7/2022		90.00					5.00							95.00	
7/11/2022		30.00												30.00	
7/12/2022		45.00					5.00							50.00	
7/14/2022		15.00												15.00	
7/15/2022		30.00										132,944.89		132,974.89	
7/18/2022			530.00				5.00							535.00	
7/19/2022		15.00												15.00	
7/22/2022		45.00												45.00	
7/25/2022		90.00												90.00	
7/26/2022		30.00												30.00	
7/27/2022		15.00												15.00	
7/28/2022		30.00												30.00	
7/29/2022		60.00		100.00										160.00	
JULY	0.00	720.00	530.00	100.00	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	134,308.89	
TOTALS	0.00	4992.00	3865.00	4275.00	0.00	675.00	50.00	12216.27	62.98	0.00	0.00	132,944.89	0.00	160,274.79	
JUSTICE - Federal Forfeiture Funds:			0.00												
TREASURY - Federal Forfeiture Funds:			27,317.84												
State Drug Seizure Funds:			144,391.33												
					GOV DEALS SALE OF ASSETS VEHICLES							GOV DEALS SALE OF ASSETS PHONES/OTHER		NONE	

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
					111,667.87
1/12/2022	PO 21021033	AT&T Nov 11 - Nov 28 Cell Phones		3,024.80	108,643.07
1/31/2022		Interest Credit	14.91		108,657.98
2/4/2022		DPD's Share - Lookout Mountain Drug Task Force	19,510.00		128,167.98
2/15/2022	PO 21021034	AT&T Nov 29 - Dec 28 Cell Phones		1,706.86	126,461.12
2/15/2022	PO 21021035	Frank's Auto & Wrecker Service 2018 Hyundai Sonata		115.00	126,346.12
2/15/2022	PO 21220001	AT&T Dec 29 - Jan 28 Cell Phones		1,672.88	124,673.24
2/28/2022		Interest Credit	15.26		124,688.50
3/31/2022		Interest Credit	16.94		124,705.44
4/14/2022		GT Gun Trade-In	2,325.00		127,030.44
4/29/2022		Interest Credit	16.05		127,046.49
4/29/2022		GOVDEALS - 2009 Honda Accord Sold	8,887.50		135,933.99
4/29/2022	PO 21220002	DA's Office - Walker Seizure Court Costs		67.81	135,866.18
4/29/2022	PO 21220003	Clerk's Office - Walker Seizure Court Costs		82.00	135,784.18
4/29/2022	PO 21220004	DA's Office - Ruiz & Ramirez Court Costs		56.81	135,727.37
4/29/2022	PO 21220005	Clerk's Office - Ruiz & Ramirez Court Costs		82.00	135,645.37
5/3/2022		GOVDEALS - 2010 Nissan Altima Sold	6,885.00		142,530.37
5/3/2022		GOVDEALS - 2001 White Ford Van Sold	5,197.50		147,727.87
5/31/2022		Interest Credit	20.54		147,748.41
6/10/2022	PO 21220006	CALEA Annual Continuation Fee		4,595.00	143,153.41
6/21/2022		Lovain Seizure 211-0040	3,280.00		146,433.41
6/30/2022		Interest Credit	19.15		146,452.56
7/15/2022	PO 21220007	AT&T May 29 - Jun 28 Cell Phones		1,103.17	145,349.39
7/20/2022	PO 21220008	DA's Office - Arze & Perez Seizure Court Costs		160.00	145,189.39
7/20/2022	PO 21220009	Clerk's Office - Arze & Perez Seizure Court Costs		82.00	145,107.39
7/20/2022	PO 21220010	DA's Office - Baker & Parsons Seizure Court Costs		199.81	144,907.58
7/20/2022	PO 21220011	Clerk's Office - Baker & Parsons Seizure Court Costs		82.00	144,825.58

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
7/20/2022	PO 21220012	DA's Office - Espinoza Seizure Court Costs		38.44	144,787.14
7/20/2022	PO 21220013	Clerk's Office - Espinoza Seizure Court Costs		82.00	144,705.14
7/20/2022	PO 21220014	DA's Office - McPherson Seizure Court Costs		250.31	144,454.83
7/20/2022	PO 21220015	Clerk's Office - McPherson Seizure Court Costs		82.00	144,372.83
7/29/2022		Interest Credit	18.50		144,391.33

Federal Forfeitures Fund  
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
1/31/2022		Balance			0.00
2/28/2022		Balance			0.00
3/31/2022		Balance			0.00
4/25/2022		Balance			0.00
5/31/2022		Balance			0.00
6/30/2002		Balance			0.00
7/29/2022		Balance			0.00

**Federal Forfeitures Fund  
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
					27,292.71
1/31/2022		Interest Credit	3.71		27,296.42
2/28/2022		Interest Credit	3.35		27,299.77
3/31/2022		Interest Credit	3.71		27,303.48
4/29/2022		Interest Credit	3.47		27,306.95
5/31/2022		Interest Credit	3.83		27,310.78
6/30/2022		Interest Credit	3.59		27,314.37
7/29/2022		Interest Credit	3.47		27,317.84
			<b>25.13</b>		

To: Public Safety Commission  
 From: Chief Cliff Cason  
 Date: August 23, 2022  
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>2.5</b>		<b><u>Organization and Direction</u></b>
	1	Updated Revision and Re-evaluation dates
	2	Section IV – Rewording, updated lettering
	3	Section VI – Changed name of section, new language in (B)
	5	Section X – Removed item (B)(5), updated numbering
	6	(D) – new item 3, rewording, updated numbering
	7	Section XI - Rewording
<b>2.11</b>		<b><u>Training</u></b>
	1	Updated Revision and Re-evaluation dates
		Section II – New section for definitions, updated section numbers throughout remainder of policy
	2-7	Section III – Rewording, updated numbering, removed item (K)(1)
	8	Section IV – Rewording
	9-12	Section V – Updated titles within section, updated lettering and numbering, new subsection (C), removed item (D)(1)
	13	Section VI – Rewording
	14	Section VII – Rewording
	15	Section VIII – Rewording
		Section IX – Rewording
<b>2.25</b>		<b><u>Biased Policing</u></b>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
	1-2	Section III - Rewording
<b>3.2</b>		<b><u>Career Development Program</u></b>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
	2	Section III – Rewording
	3	Section V – Rewording
		Section VI – Rewording
	5	(M) – Rewording, new item 6, removed item 3
	6	Section VIII – Rewording
	7	Section IX – Rewording
	9	Appendix B – Removed item

**3.8** **Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse and Employee Assistance**

1 Updated Revision and Re-evaluation dates

**7.20** **Event Deconfliction**  
New Policy



# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>July 1, 1998</b>	<i>Number</i> <b>GO91-2.5</b>
<i>Subject</i> <b>Organization and Direction</b>		
<i>Reference</i> <b>CALEA Standards – 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.2, 12.1.3, 12.1.4, 12.2.1, 21.2.2</b>		<i>Revised</i> <b>August <del>25, 2020</del> 23, 2022</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2022</del> 2024</b>	<i>No. Pages</i> <b>7</b>

I. **Policy**

It is the policy of the Dalton Police Department to be organized and directed to meet its goals in the most effective and efficient manner possible.

II. **Definitions**

- A. Chain of Command – Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.
- B. Division Commander – An Officer who holds the rank of Captain or Lieutenant whose job function includes the management of a division.
- C. Organizational Component – A subdivision of the Department, such as a division or unit, which is established and staffed on a full-time basis to provide a specific function.
- D. Patrol District Commander – An Officer who holds the rank of Lieutenant whose job function includes the management of a Patrol shift.
- E. Span of Control – The number of persons reporting to any one Supervisor.
- F. Unit Supervisor – An employee, either sworn or non-sworn, whose job function includes the supervision of a specialized unit of employees.
- G. Unity of Command – The concept that each individual in the organization has one, and only one, immediate Supervisor.
- H. Watch Commander – An Officer who holds the rank of Lieutenant or Sergeant who is responsible for the management and supervision of all activities performed by a Patrol shift during a particular tour of duty.

III. **Unity of Command**

- A. Every employee shall be accountable to only one Supervisor.

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- B. Each unit and division shall be under the direct command of only one Supervisor.

IV. **Command Protocol**

- A. Command protocol in emergency or exceptional situations shall be assumed by the Watch Commander. In non-emergency situations, or situations involving multiple units or functions, the shift or unit that initiated the special operation shall have command of all personnel assigned to the operation until the operation is concluded or transferred to another shift or unit.
- B. The District Commander, Watch Commander, or unit Supervisor shall supervise and be responsible for efficient law enforcement and operations of his / her shift or unit, in accordance with the rules and regulations of the Department.
- C. The Watch Commander or unit Supervisor shall have the authority to designate any employee assigned to his / her shift or unit as acting Supervisor in his / her absence, regardless of the employee's seniority with the Department. [The appropriate Division Commander shall be notified of this designation at the time of occurrence.](#)
- ~~D.G.~~ Division Commanders shall be responsible for the everyday operations and administrative duties related to his / her assigned division.
- ~~E.D.~~ The Chief of Police shall have the authority and responsibility for the management, direction, and control of the operations and administration of the Department.
- ~~F.E.~~ To ensure cooperation, coordination, and communication between division and Department personnel, all personnel are responsible for establishing and maintaining open lines of communication. This may be established through:
  - 1. Sending daily ~~activities~~ [activity reports](#) of Patrol operations to Department personnel
  - 2. Sending investigative updates, lookouts, or requests for information to Department personnel
  - 3. Attending Patrol Division roll calls
  - 4. Sharing information between functions at scheduled district meetings, [staff meetings, or other events](#)

V. **Span of Control**

- A. To achieve effective direction, coordination, and control, the number of employees under the immediate control of a Supervisor shall not be excessive.
- B. The proper span of control shall be determined by factors such as:
  - 1. Ability of the Supervisor

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2. Complexity of the task(s) to be performed by the subordinate(s)
3. Separation by time and place of the Supervisor and the immediate subordinate(s)

VI. **Delineation of Responsibility Job Descriptions**

- A. A job description, outlining the duties and responsibilities for each position within the Department, is made available by the Support Services Division.
- B. ~~Job descriptions of all employees shall be reviewed every four (4) years to ensure they are accurate.~~ A documented review of the job descriptions for all positions shall be completed every four (4) years to ensure they are current and made available to all personnel. This review shall be completed by the Support Services Division Commander or his / her designee.

VII. **Authority and Responsibility**

- A. To achieve effective direction, coordination, and control, responsibility and accompanying authority are delegated through the chain of command.
- B. All Department personnel shall be given the authority to effectively complete all assigned functions.
- C. Personnel shall not be given the responsibility for a function or task without the commensurate authority to carry it out.
- D. All levels of Department supervision are required to delegate the necessary authority to lower-ranking personnel to fulfill their responsibilities.
- E. All Department members shall be accountable for the use of the delegated authority given to their position.
- F. Sworn Officers, employed by the City of Dalton, shall have the powers of peace Officers, as regulated by law, and have the power to make arrests and carry and use weapons authorized by the Department in the performance of their duties.

VIII. **Processing Matters through the Chain of Command**

- A. Whenever any employee of the Department has reason to believe that a situation of an official nature requires the attention of the Chief of Police, the employee shall refer the matter to his / her immediate Supervisor.
  1. If the immediate Supervisor cannot adequately resolve the matter, it shall be forwarded through the chain of command to the Chief of Police.
  2. All official matters shall follow the chain of command.
    - a. In most cases, this will consist of a Watch Commander or unit

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Supervisor, a District Commander, a Division Commander, the Assistant Chief, and the Chief of Police.

- b. In some instances, one or more of these ranks may be missing from the normal rank structure.
- B. Whenever any employee has reason to believe that a situation of a personal nature requires the attention of the Chief of Police, the employee shall normally refer the matter to his / her immediate Supervisor. If the immediate Supervisor cannot adequately resolve the matter, it shall be forwarded through the chain of command to the Chief of Police. If the situation is one of a very personal and confidential nature and cannot be discussed with the employee's immediate Supervisor, he / she shall make an appointment with the Chief of Police or present written information to the Chief of Police for consideration.

IX. **Table of Organization**

- A. The table of organization shall be revised as needed by the Chief of Police. A copy of the table of organization (Directive 2.9) shall be posted on all employee work-area bulletin boards.
- B. The table of organization shall be made available to the public through a link on the Department's website.

X. **Organizational Structure**

The Department is divided into four (4) organizational components; the Administration Division, the Criminal Investigations Division, the Patrol Division, and the Support Services Division. The Department shall be organized at the discretion of the Chief of Police and may, at any time, be restructured.

A. Administration Division

The Administration Division Commander is responsible for the management and direction of activities directly associated with the Administration Division, including the coordination of research, planning, and change management activities for the Department. The Administration Division includes the following personnel:

- 1. Purchasing Agent – This position performs various accounting and clerical functions for the Department, including processing purchase orders and monitoring expenses.
- 2. Accreditation Manager – This position is responsible for reviewing the policies and procedures of the Department and ensuring compliance with the CALEA Accreditation and Georgia State Certification processes.

B. Patrol Division

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The Patrol Division Commander is responsible for the management and direction of activities directly associated with the Patrol Division. The Patrol Division includes the following personnel:

1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the division.
2. A, B, C, and D Patrol Shifts – These shifts are responsible for the enforcement of laws, the protection of life and property, and the response to calls for service on a twenty-four (24) hour basis.
3. School Resource Officers – These positions are assigned to the Dalton Public School System to keep order and enforce criminal laws on school properties and at school functions.
4. Volunteer Program – These positions provide Officers assistance with non-enforcement administrative, patrol, and support functions.
- ~~5. Safety Code Enforcement Unit – These positions are responsible for the identification, documentation, and enforcement of municipal and international code violations.~~
- 5.6. Traffic Enforcement Unit – These positions are assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities. Members of this unit are responsible for investigating serious-injury and fatal vehicle crashes.
- 6.7. Community Relations Unit – These positions are assigned to organize and participate with various events, programs, and groups to build stronger relationships with members of the community.

C. Criminal Investigations Division

The Criminal Investigations Division Commander is responsible for the management and direction of activities directly associated with the Criminal Investigations Division. The Criminal Investigations Division includes the following personnel:

1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the division.
2. General Case Investigators – These positions are responsible for conducting follow-up criminal investigations.
3. Safe Streets Task Force Investigators – These positions are responsible for working with other agencies on an FBI-led task force to investigate gang-related criminal activity.

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4. Polygraph Investigator – This position is responsible for conducting polygraph examinations for the Department.
5. Drug Enforcement Unit – This unit is responsible for conducting drug and vice investigations.
6. Crime Scene Investigator – This position is responsible for processing and documenting crime scenes and collecting and analyzing evidence.
7. Intelligence Analyst – This position is responsible for reviewing, analyzing, and interpreting data from sources, such as incident reports, field interviews, traffic citations, and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the Department.

D. Support Services

The Support Services Division Commander is responsible for the management and direction of activities directly associated with the Support Services Division. The Support Services Division includes the following personnel:

1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the division. ~~This position is also responsible for the recruiting activities of the Department.~~ This position is responsible for processing open records requests and disseminating information in accordance with the Georgia Open Records Act.
2. Training Coordinator – This position is responsible for coordinating, implementing, and evaluating the training needs of the Department.
3. Training / Recruiting Supervisor – This position is responsible for supervising and assisting with the training function for the Department. This position is responsible for coordinating and conducting activities associated with hiring new employees, including applicant testing, background investigations, and recruiting events.
- 4.3. Records Section – This section is responsible for performing clerical tasks, computer data entry, processing reports and forms, disseminating information, processing citations, answering inquiries, file maintenance, and other related duties.
- 5.4. Property and Evidence Section – This section is responsible for receiving, maintaining, and disposing of evidence, found property, and recovered property.

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- 6.5. ~~Custodian~~ **Building Maintenance Technician**– This position is responsible for various light maintenance and custodial tasks at the Department.

XI. **Direction**

- A. During the temporary absence of the Chief of Police, the order of precedence of command authority shall be:
1. Assistant Chief of Police
  2. Commander of the Patrol Division
  3. Commander of the Criminal Investigations Division
  4. Commander of the Support Services Division
  5. Commander of the Administration Division
- B. To achieve effective direction, coordination, and control, Supervisors **must shall** be held accountable for the performance or nonperformance of employees under their immediate supervision.
- C. Employees shall promptly obey any lawful order of a superior, including orders relayed from a superior rank by an employee of the same or lesser rank.
- D. When an employee receives a conflicting order, the employee shall respectfully notify the superior Officer issuing the order that he / she has received a conflicting order. If the superior Officer issuing the order does not alter or retract his / her order, his / her order shall stand. The employee shall not be required to notify the superior Officer of conflicting orders during emergency situations.
- E. Employees shall not obey any order which they know, or should know, requires them to commit an illegal act.
- F. The Department shall hold staff meetings at all levels. Assessing the need for staff meetings may be based on:
1. The need for training, briefings, evaluations of operational progress, and problem solving
  2. A routine basis for progress reports, directing staff, and personnel work assignments
  3. A response to a particular task that may require the formation of a committee or task force
  4. The need to provide liaison with other Department components for the purpose of enhancing program coordination

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*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>August 1, 1998</b>	<i>Number</i> <b>GO88-2.11</b>
<i>Subject</i> <b>Training</b>		
<i>Reference</i> <b>CALEA Standards – 1.1.2, 33.1.1 – 33.1.7, 33.2.3, 33.2.4, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.4, 33.6.1, 33.7.1, 33.7.2, 84.1.4</b>		<i>Revised</i> <b>August <del>25, 2020</del> 23, 2022</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2022</del> 2024</b>	<i>No. Pages</i> <b>14</b>

## I. Policy

It is the policy of the Dalton Police Department to plan, develop, and implement training programs to prepare its employees to act decisively and professionally in a broad spectrum of situations.

## II. Definitions

- A. **Advanced Training** – Training that builds upon and improves the knowledge, skills, and abilities learned during basic and field training. This includes training courses required for the intermediate and advanced certifications offered by the State of Georgia’s Peace Officer Standards and Training Council (P.O.S.T.).
- B. **Basic Training** – Entry-level training that provides new employees with the foundational knowledge to begin performing assigned job functions. For sworn employees, basic training is received from a state-approved basic law enforcement training course.
- C. **Executive Training** – Training that is designed to improve the professional and managerial competence of Officers who have been promoted or who have demonstrated leadership capabilities.
- D. **Field Training** – Training received after completion of a basic law enforcement training course that is conducted by certified Field Training Officers. Field training consists of multiple phases in which the Trainee is required to perform activities that are applicable to the skills that are to be learned.
- E. **In-service Training** – Training that is mandated by law, required by Department policy, or selected by the Training Committee to reinforce knowledge and skills learned during basic or field training. Most in-service training is required to be completed within a certain time frame, such as annually or bi-annually.
- F. **Remedial Training** – Personalized training to correct a specific performance deficiency that is identified through testing or other evaluation processes during training or routine job performance.

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- G. Roll Call Training – Short, informative training sessions used as a means of updating knowledge, skills, and abilities between formal training sessions.
- H. Specialized Training – Training used to develop and / or enhance an employee’s knowledge, skills, and abilities that are required to adequately perform a particular assignment or function.

## II. **Organization and Administration of Training**

- A. The Department’s training goals include, but are not limited to, the following:
  - 1. Provide job-related training for all members.
  - 2. Foster and improve unity of purpose and cooperation among all members through an ongoing training process.
  - 3. ~~Train~~ Prepare employees ~~to be better prepared~~ to act decisively and correctly in a wide spectrum of circumstances.
  - 4. Provide training for specialization, promotional opportunity, and general safety. ~~for Department circumstances.~~
  - 5. Provide training to meet the requirements mandated by state, federal, and municipal laws for ~~full-time Officers~~ all employees.
  - 6. Provide training necessary to meet the Department’s mission.
  - 7. Evaluate training programs in order to provide a basis to develop and select those programs that best serve the Department and the community.
- B. The Support Services Division Commander shall be responsible for the administration of the Department’s training function. The Department shall have a full-time position titled “Training Coordinator.” The Training Coordinator shall be responsible for the development and coordination of the Department’s training programs for both sworn and non-sworn employees. Special group and individual training requirements shall be identified by Supervisors and Command Staff and be forwarded to the Training Coordinator for appropriate assignment.
- C. The specific duties of the Training Coordinator shall be:
  - 1. Planning and developing training programs
  - 2. Identifying and notifying personnel of both required and available training
  - 3. Maintaining training records
  - 4. Ensuring that required training programs are attended
  - 5. Implementing training programs

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6. Coordinating instructors to teach training classes
  7. Evaluating training programs
  8. Coordinating training programs
- D. The Training Coordinator shall integrate various sources of information to provide an accurate measure of training needs.
- E. The attendance of personnel at Department-~~authorized~~ -required or sponsored training shall be mandatory and consistent with the following guidelines:
1. Attendance shall be documented by instructors of all Department-sponsored training and training provided by outside vendors.
  2. Participants shall be excused to attend court. In those instances where a court appearance extends to such a period of time that pertinent information in class cannot be made up, the student shall return to duty and report the incompleteness to the Training Coordinator and to his / her Supervisor. The Training Coordinator shall schedule a make-up class, **if necessary**, as soon as practical.
  3. Unexcused absences from training programs shall be treated in the same manner as if the employee had an unexcused absence from work.
  4. Employees shall receive originals of completion certificates, unless those certificates or licenses are needed by the Training Coordinator for subpoena or inspection purposes. In cases where originals cannot be provided, photocopies shall be tendered to the employee.
  5. Exceptions for attendance at ~~authorized~~ required training courses may be granted by a Command Staff member or the Training Coordinator for good cause.
  6. Absences, whether excused or unexcused, shall be reviewed by the Training Coordinator to ensure that the employee's work schedule is recorded accurately and his / her training attendance requirements are fully met.
- F. Reimbursement shall be made to each employee for approved expenses incurred while attending a Departmentally-required training program. Reimbursement shall be given in the following manner:
1. If the Department requires the employee to drive his / her personal vehicle, he / she will be paid mileage at the rate consistent with that recognized by the Internal Revenue Service. If two (2) employees attend the same training, mileage will only be paid for one (1) vehicle. If three (3) or more employees attend the same training, mileage may be paid for more than

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one vehicle, subject to the approval of a Division Commander or his / her designee.

2. Employees shall be given the U.S General Services Administration (GSA) rate, or a rate established by the Chief of Police, for meals, if out-of-town training is eight (8) hours or more in length.
3. The Department shall provide reimbursement or advance payment for lodging expenses if the training is over eight (8) hours in length and travel to the training requires overnight accommodation.
4. If there is a cost for books and / or materials, the employee shall receive reimbursement or advance payment.

G. Reimbursement for the above shall only be provided under the following guidelines:

1. The training course ~~is~~ **must be** required by the Department or the employee attending the training ~~must receive~~ prior approval before attending the training.
2. The employee must provide a certificate **or other documentation** showing completion of training and complete a City of Dalton travel expense form.
3. For training classes held in Georgia or out of state, the per-diem rate will be paid at the rate suggested by the GSA for the training location, less the incidental expense of \$5. The first and last day of travel will be paid at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form, **the employee must** include a printout of the GSA rate and M&IE breakdown for the location.
4. When considering reimbursement for classes outside GA that include some meals as part of the registration fee, ~~use~~ the M&IE breakdown on the GSA website **shall be used** to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>). Receipts are not required for requesting reimbursement. Reimbursement for Recruits attending the Basic Law Enforcement Training Course shall be reimbursed at \$30 per day.

H. Training programs shall have specific training objectives. The performance objectives should encompass the following criteria:

1. **A** focus on the elements of the job task analysis for which formal training is needed.
2. ~~Provide~~ Clear statements of what is to be learned.
3. ~~Provide~~ A basis for evaluating the classroom participants and the training program.

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4. **Provide** A basis for evaluating the classroom effectiveness and the training program.

#### I. Lesson Plans

1. All training courses require lesson plans. Instructors shall ensure that courses are adequately taught from lesson plan outlines. Lesson plan outlines shall include the following:
  - a. Name or title of the course
  - b. Statements of performance and job-related objectives, such as skills that should be demonstrated and knowledge to be acquired
  - c. Content of the training and specification of the appropriate instructional techniques, including discussions, lectures, audio / visual, field experience, case study, role play, problem investigation / inquiry, etc.
  - d. List of resources used in the development of the curriculum, such as legal findings, academic journals, literary works, or other similar documents
  - e. List of resources required in the delivery of the program
  - f. Identification of and plans for the testing and / or evaluation of the course participants
  - g. Conclusion and summary
2. All lesson plans shall be forwarded to the Training Coordinator. He / she shall be responsible for the review and approval of lesson plans. The Training Coordinator shall ensure that lesson plan guidelines are followed and consistent with **staff Department** requirements and Department policies.
3. If the Training Coordinator compiles a lesson plan, it shall be forwarded to the Support Services Division Commander or his / her designee for review and approval.
4. The Training Coordinator shall review all lesson plans and related records annually to determine the accuracy and relevance of the material to be covered. The Training Coordinator shall maintain a documented retention schedule for all lesson plans and related records.

#### J. Testing

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1. Competency-based testing, designed to measure a participant's knowledge or abilities to apply job-related skills, shall be used in training programs.
2. Unless otherwise approved, the minimum passing grade on any training program test shall be seventy (70) percent.
3. Test questions may be written as true / false, multiple choice, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.
4. Pass / fail grading may be used for certain performance tests in less-structured, informal training situations.
5. If an employee fails any training, the employee shall notify the Training Coordinator in writing, as soon as possible. The Training Coordinator shall forward the notification to the employee's Division Commander. The failure of any training may result in disciplinary action for the employee.

K. Remedial Training

- ~~1.~~ Remedial training shall be defined as personalized training to correct a specific deficiency, which is identified by testing or other evaluation process during training or routine job performance.
- ~~1.2.~~ Upon the recommendation of a member's immediate Supervisor, ~~supplemental or~~ remedial training may be scheduled for members who:
  - a. Consistently demonstrate a lack of knowledge, skills, or abilities in job performance based on evaluation reports and / or first-hand observation by Supervisors.
  - b. Have received disciplinary action(s) that may be corrected through ~~supplemental or~~ remedial training.
- ~~2.3.~~ The type of remedial training and the timeframes under which it is provided shall be documented in Guardian Tracking.
- ~~3.4.~~ The consequences of participation or nonparticipation in remedial training by employees that have been identified as needing remedial training shall be discussed with the employee and documented in Guardian Tracking.
- ~~4.5.~~ If failure to meet standards still persists, then a determination shall be made in conjunction with the instructor(s), remedial instructor(s), immediate Supervisor, Division Commander, and Training Coordinator as to the issue of incompetence, and recommendations shall be made to the Chief of Police.

L. Training Records

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1. Training records of all sworn personnel and non-sworn personnel shall be maintained by the Training Section and shall be updated following the participation in any training programs. The information to be maintained shall include, but is not limited to:
  - a. Date(s) of training
  - b. Type of training
  - c. Certificates received
2. No training record shall be released to anyone, other than to the employee himself / herself or his / her Supervisor, without written consent or approval of the employee or the Chief of Police.
3. The person requesting training records shall sign the request and also state the person, company, or agency requesting the records. A copy of the request shall be kept on file by the Department.
4. The Training Coordinator shall be responsible for maintaining records of each training class conducted by the Department, to include the following:
  - a. Course content – The Training Coordinator shall keep on file a lesson plan for each training class conducted by the Department.
  - b. Record of attendees – The Training Coordinator shall maintain a record of all ~~people~~ students that attend a training class.
  - c. Performance – The Training Coordinator shall maintain a record of performance of individual attendees, as measured by testing, if administered. If a test is administered by an authorized training facility, the Department has the right to obtain a copy of the employee's training performance at the request of the Department.

M. Training Weapons

1. The Department's Property and Evidence Technician(s) (PET) is responsible for the security and accountability for all equipment used in the training function.
- ~~2.4.~~ All weapons utilized for training purposes shall be stored in the Property and Evidence Section when not in use.
- ~~3.2.~~ Any instructor, Field Training Officer, or other personnel that will be using training weapons shall be responsible for signing the weapons out of the Property and Evidence Section and ensuring they are returned when no longer needed.
- ~~4.3.~~ The PET shall ensure all weapons are returned and shall maintain an inventory of weapons stored in the Property and Evidence Section.

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### III. Sworn Employee Orientation / Training

- A. Orientation **training** is conducted upon the start of a new sworn employee and is designed to provide a comprehensive introduction to the Department. Orientation shall consist of, but not be limited to, a review of the uniform and equipment, firearms instruction and qualification, and an explanation of the use of force in response to resistance **and / or aggression**.
- B. Recruit Officers shall receive information regarding:
1. The Department's role, purpose, goals, policies, and procedures
  2. Working conditions, rules, and regulations
  3. Responsibilities and rights of employees
  4. City of Dalton Employee Handbook
  5. Department policy manual
  6. Appropriate equipment, i.e., uniform, badge, identification card, firearm, less lethal weapons
- C. Basic Law Enforcement Training Course (BLETC)
1. Unless already a Certified Peace Officer in the State of Georgia **or a peace officer from another state that meets the Equivalency of Training requirements that exempts him / her**, the Recruit shall be assigned to attend a BLETC at an academy certified by the Georgia Peace Officer Standards and Training Council (P.O.S.T.). The Recruit shall complete the basic training course prior to assignment in any capacity in which he / she is allowed to carry a weapon or is in a position to make an arrest.
  2. The legal basis for participation in the academy is found in O.C.G.A. 35-8-9, which requires completion of the BLETC prior to service as a Peace Officer. The P.O.S.T. Council is vested with the power to establish and modify the curriculum for the BLETC.
  3. **Maintaining a positive the** relationship between the Department and the academy is the responsibility of the Support Services Division Commander or his / her designee. This liaison provides a means of determining participant progress. While attending basic training, Recruit Officers shall follow the rules and regulations established by the Department, the Georgia P.O.S.T. Council, and the academy. Should a problem arise with a Recruit Officer, an academy staff member shall notify the Training Coordinator.
  4. The Department may provide resources, such as instructors and facilities, upon request from the academy. The decision to provide resources may

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be governed by manpower needs of the Department, as well as cost effectiveness.

5. There are no financial obligations between the Department and any ~~P.O.S.T.-certified~~ training academy operated by the Georgia Public Safety Training Center (GPSTC) that provides BLETC training. The Department may incur financial obligations from BLETC programs not provided by GPSTC training academies, such as those offered through colleges.

D. Mini-Academy Training

1. After successfully completing basic law enforcement training or the Equivalency of Training requirements, the Recruit becomes a Trainee in the Department's Field Training Officer Program. A Recruit that is already a Georgia certified peace officer enters the Mini-Academy after orientation has been completed.
2. The Mini-Academy is designed to give the Trainee a working knowledge of certain basic elements of patrol work prior to being assigned to an FTO for field training.
3. Mini-Academy training shall consist of, but not be limited to, forms and reports, policies and procedures, rules and regulations, de-escalation techniques, building searches, domestic disputes, vehicle pullovers, high-speed pursuits, non-lethal weapons, and use of force in response to resistance and / or aggression.

E. Field Training Officer (FTO) Program

After successfully completing the Mini-Academy, the Trainee shall begin field training. During the FTO Program, Officers shall receive additional training on policies, procedures, rules and regulations, and other components, as outlined in policy GO05-2.26, Field Training Officer and Mentoring Programs.

IV. Sworn Employee In-Service, Roll Call, ~~and Advanced,~~ and Executive Training

A. In-Service Training

1. Sworn employees shall be required to complete in-service training sessions on an annual basis. The purpose of these training sessions is to provide Officers with supplemental training on advances, changes, and improvements in the law enforcement profession. These training sessions are to be structured in such a way as to motivate Officers and further the professional development of the Department. In-service training session topics shall include, but not be limited to:

~~a.1.~~ Vehicle pursuits

~~b.2.~~ Criminal law / Criminal procedure updates

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- ~~c.3.~~ Ethics
  - ~~d.4.~~ Drug-free workplace / Employee Assistance Program
  - ~~e.5.~~ Elder abuse
  - ~~f.6.~~ Juvenile justice
  - ~~g.7.~~ Biased policing / Cultural diversity
  - ~~h.8.~~ Law enforcement liability
- ~~2.B.~~ All sworn employees shall receive training annually on the critical tasks that produce an increased amount of liability for Officers and the Department. These tasks include:
- ~~a.1.~~ Property / Evidence
  - ~~b.2.~~ Search and seizure / Arrest
  - ~~c.3.~~ Care, custody, control / Restraint of prisoners
  - ~~d.4.~~ Domestic violence / [Domestic violence involving Department members](#)
  - ~~e.5.~~ Off-duty action / Conduct
  - ~~f.6.~~ Sexual harassment / Sexual discrimination
  - ~~g.7.~~ Selection / Hiring
  - ~~h.8.~~ Citizen complaints / Internal affairs
  - ~~i.9.~~ Special operations
  - ~~j.10.~~ Responding to developmental disabilities and mental health disorders
  - ~~k.11.~~ Homeland security / Criminal intelligence
- ~~3.C.~~ In addition to the annual in-service training sessions, all sworn members shall meet the annual weapons qualification requirements, including the qualifications for primary weapons and secondary weapons.
- ~~4.D.~~ At least annually, all sworn members shall receive training on the constitutional and legal limitations on the use of deadly force, the Department's policies regarding the use of deadly force, and the Department's policies regarding the use of force in response to resistance [and / or aggression](#).

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~~5.E.~~ Any Sworn personnel who fail to maintain the annual training requirements required by Georgia law and / or the Department shall be removed from law enforcement duties until the requirements are met.

~~6.F.~~ On a biennial basis, sworn employees shall complete GCIC Security and Awareness Training and maintain their GCIC CJIS Network Operator certification.

#### ~~B.G.~~ Roll Call Training

1. Shift Supervisors are responsible for seeing that roll call is used for training purposes, as needed.
2. The goal of roll call training is to provide an effective means of updating skills, knowledge, and abilities between formal training sessions.
3. Roll call training may include, but is not limited to, the following topics: Department policies and procedures, critique of major events, and new legislation.
4. Roll call training is especially adaptable for short, informative programs of a general nature. Brief lecture-discussion sessions, online videos, DVDs, and other forms of media are effective in the roll call setting.

#### ~~C.H.~~ Advanced Training

1. Sworn employees shall attend advanced training courses according to their career development plan and as outlined in policy GO92-3.2, Career Development Program.
2. Sworn employees may be required to attend advanced training to obtain technical skills needed for the efficient operation of the Department. Examples of this type of training include speed detection operator certification, state breath test operator certification, child safety seat technician, etc.
3. Supervisors are responsible for reviewing the career development of their employees and coordinating with them to identify and schedule advanced training courses.

#### D. Executive Training

~~1. Advanced training is that training designed to improve the professional competence of Officers who have been promoted or who have demonstrated leadership capabilities.~~

~~1.2.~~ Advanced Executive training specifically refers to the training provided in the following schools and courses:

- a. Northwestern University's School of Police Staff and Command

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- b. Senior Management Institute for Police
- c. Southern Police Institute's Administrative Officers Course
- d. FBI National Academy
- e. Columbus State University's Command College or other similar accredited college programs
- f. Any equivalent training

~~2.3.~~ The Chief of Police shall have final determination as to who is to attend ~~advanced~~ ~~executive~~ training courses. The selection shall be based on considerations such as Department needs, career development, succession planning, and sound management practices.

~~3.4.~~ Members who have attended ~~advanced~~ ~~executive~~ training courses shall be assigned to Departmental positions whereby their newly developed skills may be effectively used.

~~4.5.~~ Due to the significant investment of resources for some ~~advanced~~ ~~executive~~ training courses, the Department may require employees to sign a training agreement prior to application or attendance at such training. The agreement shall include terms requiring continued employment for a specified period after training completion, pro-rata reimbursement of costs to the Department, and other details specific to the training.

## V. Specialized Training

A. Certain specialized job assignments require certification training by law. Other specialized job assignments require additional training, according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements.

B. Specialized training provided to personnel includes the following:

- 1. Development and / or enhancement of the skills, knowledge, and abilities particular to the assignment or specialization
- 2. Management, administration, supervision, personnel policies, and support services of the function or component
- 3. Performance standards of the function or component
- 4. Department policies, procedures, rules, and regulations specifically related to the function or component
- 5. Supervised on-the-job training, if applicable to the position

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- C. The Chief of Police or his / her designee can substitute training requirements for each position as needed to meet operational needs. Currently, the following assignments warrant specialized training:
1. Traffic Enforcement Officer: As soon as possible, following appointment to the position, the Officer shall receive training on traffic accident investigations, traffic accident reconstruction, DUI enforcement, standardized field sobriety, and laser speed detection operator certification.
  2. School Resource Officer: As soon as possible, following appointment to the position, the Officer shall receive school resource officer training.
  3. Investigator: As soon as possible, following appointment to the position, the Investigator shall receive homicide investigations and interviews and interrogations training.
  4. Drug Enforcement Unit: As soon as possible, following appointment to the position, the Investigator shall receive basic narcotics investigations training.
  5. Safe Streets Task Force: As soon as possible, following appointment to the position, the Investigator shall receive gang investigations training.
  6. Polygrapher: As soon as possible, following appointment to the position, the Investigator shall receive training from a school accredited by the American Polygraph Association.
  7. Crime Scene Investigator: As soon as possible, following appointment to the position, the Investigator shall attend the ten (10) week training program provided by the National Forensic Academy or equivalent training.
  8. Forensic Computer Examiner: As soon as possible, following appointment to the position, the Investigator shall attend the Digital Evidence Acquisition Specialist Training Program and Seized Computer Evidence Recovery Specialist Course offered at the Federal Law Enforcement Training Center or equivalent training.
  9. Accreditation Manager: As soon as possible, but within one (1) year of appointment to the position, the employee shall receive specialized accreditation manager training from the Commission on Accreditation for Law Enforcement Agencies and The Georgia Association of Chiefs of Police.
  10. Training Coordinator: As soon as possible, following appointment to the position, the Officer shall obtain the P.O.S.T. General Instructor certification. Additional blocks of instruction may include, but are not limited to, defensive tactics instructor, Taser instructor, emergency medical instructor, firearms instructor, and the department training coordinator course. As required, the Officer shall attend any recertification classes needed to maintain his / her instructor certifications.

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11. Property and Evidence Technician (PET): As soon as possible, following appointment to the position, the PET shall receive property room management and training from the International Association of Property and Evidence.
12. Terminal Agency Coordinator (TAC): As soon as possible, following appointment to the position, the employee shall attend the terminal operator course and the TAC course. As required, the employee shall attend TAC recertification classes to maintain his / her certification.
13. Field Training Officer: As soon as possible, following appointment to the position, the Officer shall attend a certified FTO course. As required by policy, the Officer shall attend FTO in-service training.
14. Intelligence Analyst: As soon as possible, following appointment to the position, the Investigator shall attend an analyst training course provided by the State of Georgia. As required, the Investigator shall attend analysis training and / or recertification training.

VI. **Non-Sworn Employee Orientation / Training**

- A. The Support Services Division Commander or his / her designee shall oversee the initial orientation training for all newly appointed non-sworn personnel. Non-sworn personnel shall receive information regarding:
  1. The Department's role, purpose, goals, policies, and procedures
  2. Working conditions and regulations
  3. Responsibilities and rights of employees
- B. Training provided to non-sworn personnel shall include on-the-job training and equipment familiarization given by qualified personnel.
- C. Non-sworn personnel shall be assigned to complete biennial training on GCIC Security and Awareness.
- D. Non-sworn employees shall be required to complete annual in-service training sessions, covering the following areas:
  1. Drug-free workplace / Employee Assistance Program
  2. Ethics
  3. Domestic violence / Domestic violence involving Department members
  4. Off-duty conduct
  5. Sexual harassment / Sexual discrimination

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6. Citizen complaints / Internal affairs
  7. Responding to developmental disabilities and mental health disorders
  8. Homeland security / Criminal intelligence
- E. Non-sworn employees may receive ~~additional~~ advanced or specialized training designed to update their skills or to coincide with their current job assignment.

#### VII. Accreditation Training

- A. It is important that all employees are familiar with the accreditation process and what it entails. Familiarizing employees with the accreditation process will provide a historical prospective and emphasis on the importance of accreditation to the Department. This familiarization training may be achieved by such means as classroom instruction, newsletter, memo, video, etc.
- B. Accreditation training shall be conducted during orientation for all new employees.
- C. All employees shall receive accreditation training ~~during the self-assessment phase of accreditation~~ prior to an on-site assessment.

#### VIII. Training Committee

- A. The Training Committee is designed to assist in developing and evaluating training needs. The committee shall be composed of the Training Coordinator, Training Sergeant, Support Services Division Operations Supervisor, and other members appointed by the Chief of Police.
- B. The Training Committee shall meet annually to develop beneficial training ideas for the Department and shall report to the Training Coordinator.
- C. The responsibilities of the Training Committee to the training function are as follows:
  1. Identify issues or problems related to training and recommend solutions.
  2. Make recommendations on programs that will enhance education and training opportunities.
  3. Promote participation in training and career development.
- D. Training Committee members shall serve a one-year term, excluding the Training Coordinator, Training Sergeant, and Support Services Division Operations Supervisor, who shall serve as permanent members. If at any time during the year a Training Committee member must be replaced, the new member shall be selected by the Chief of Police.

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- E. The Training Committee shall submit all reports and training recommendations to the Chief of Police for review and approval.

*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>April 24, 2001</b>	<i>Number</i> <b>GO01-2.25</b>
<i>Subject</i> <b>Biased Policing</b>		
<i>Reference</i> <b>CALEA Standard – 1.2.9</b>		<i>Revised</i> <b>August <del>25, 2020</del> 23, 2022</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2022</del> 2024</b>	<i>No. Pages</i> <b>2</b>

I. **Policy**

It is the policy of the Dalton Police Department to ensure that biased-based policing or discrimination is not practiced by any member of the Department. This type of bias or discrimination is legally, morally, and ethically wrong. All members of the Department shall treat all ~~citizens~~ persons in an equitable, fair, and legal manner during all contacts.

II. **Definition**

*Biased Policing* – The application of police authority based on a common trait of a group. This includes, but is not limited to, race, ethnicity, national origin, religion, age, gender, gender identity / expression, sexual orientation, immigration status, disability, housing status, occupation, or language fluency.

III. **Procedure**

- A. Officers shall not engage in biased policing or any type of illegal discrimination practice during ~~citizen~~ all encounters, including, but not limited to:
  - 1. Traffic contacts
  - 2. Field contacts
  - 3. Searches
  - 4. Asset seizure and forfeiture efforts
- B. Officers may consider traits that are commonly shared within a group when making ~~a citizen~~ contact with a person only when they possess reliable information that is likely to lead to the detection of an individual who is suspected of a specific crime or a pattern of incidents in a particular area.
- C. Officers that participate in biased policing or discrimination practices are subject to disciplinary action up to and including termination. All corrective measures shall be handled in accordance with policy GO88-2.14, Rules of Conduct. Officers who

participate in these types of activities may also face civil and criminal liability. Biased policing and any form of discrimination cannot and shall not be tolerated.

- D. The Department shall provide initial training and annual training on biased policing and discrimination practices, including the legal aspects, to all sworn employees.
- E. The Support Services Division Commander shall complete a documented annual administrative review of Department practices, including ~~citizen~~ community concerns and any corrective measures taken in regards to biased policing, and submit his / her findings to the Chief of Police.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO92-3.2</b>
<i>Subject</i> <b>Career Development Program</b>		
<i>Reference</i> <b>CALEA Standards – 15.1.4, 33.8.1, 33.8.3, 33.8.4</b>		<i>Revised</i> <b>August <del>25, 2020</del> 23, 2022</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2022</del> 2024</b>	<i>No. Pages</i> <b>9</b>

## I. Policy

It is the policy of the Dalton Police Department to improve the skills, knowledge, and abilities of all personnel within the Department; therefore, it is the policy of the Department to provide, to the degree possible, counseling, training, and educational opportunities **to all employees**. The Department shall provide professional development opportunities and assistance to members that are choosing, preparing for, entering, and progressing in job assignments and job specialties, as well as individual professional growth opportunities that ~~will~~ **shall** promote effective job performance, enhance overall personal job satisfaction, and benefit both the Department and the employee.

## II. Definitions

- A. *Administrative Specialist* – Includes non-sworn employees in the following positions: Records Technician, Property and Evidence Technician, Administrative Assistant, Purchasing Agent, and Accreditation Manager.
- B. *Non-sworn Employee* – Any employee who is not a certified police officer with powers of arrest.

## III. Procedures

- A. This Department bases its Career Development Program on career counseling, training, educational opportunities, and succession planning.
- B. Career counseling provides guidance for employees that are choosing and preparing to advance within the organization or progressing in their current job assignment. Career counseling also serves to identify the following:
  - 1. The skills, knowledge, and abilities of each employee in relation to present and future job assignments
  - 2. Preparation for the job assignment prerequisites and completion of requirements prior to any new job assignment or promotion

3. Training needed to meet the prerequisite job requirements and to fulfill the employee's and the Department's skill, knowledge, and ability needs
  4. The provision of advanced-level instruction for specialized assignments to enhance the employee's overall potential for upward mobility and job satisfaction
- C. In addition to career counseling and training, the Department shall encourage and favorably consider an employee's efforts to continue his / her formal education by providing assistance with adjusting work schedules and related responsibilities, when possible.
- D. Employees who receive a broad general education have a better opportunity to understand the community and society in which law enforcement operates, to communicate more effectively with ~~citizens~~ others, to employ new ideas and concepts in their job assignments, and to successfully achieve personal and Department goals.

IV. **Organization**

- A. All Department Supervisors, Managers, and executive staff members shall be the appointed career counselors for their subordinate personnel and shall receive training on conducting career counseling activities.
- B. The Training Coordinator, along with career counselors, shall coordinate the efforts of all employees to see that every training and prerequisite requirement is obtainable for long-term personal goals.

V. **Career Development Program**

- A. Career development options shall be clearly defined and be evident to all employees from the first day of employment with the Department.
- B. Employees shall, both early and later on in their careers, know what prerequisite requirements are needed to achieve personal goals and objectives, to increase skills, knowledge, and abilities, to obtain desired job satisfaction, and to obtain job assignments and / or promotions.
- C. Self-development is not mandatory, but this Department shall provide equal opportunities for self-development to all employees who seek and strive to advance in their professional careers.
- D. All employees are eligible for advancement if they meet the prerequisite requirements prior to the advancement, have no disciplinary action within the past twenty-four (24) months, and meet performance standards established for their regular duty assignments.
- E. The Career Development Program has structured opportunities in which employees may improve their skills within their current assignments, prepare for other assignments, or become eligible for promotion.

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- F. Requirements for each position must be met before an employee is eligible to be selected for that position. Candidates seeking promotion who have met or will meet minimum qualifications within ~~12 months of the issue date of the memorandum requesting applications for a promotion process~~ the duration of the eligibility list, as verified by their Division Commander, may participate in the promotion process.
- G. The employee must maintain the current performance requirements of the position currently held.

VI. **Position Requirements**

A. Recruit

Entry level for all Police Officers who have not completed the police academy and / or the Field Training Officer Program.

B. Probationary Police Officers and Other Employees

This level is for all new employees, including police academy cadets or newly promoted or assigned personnel, for a period of a minimum of twelve (12) months.

C. Police Officer

1. Successful completion of the required probationary period as a probationary Police Officer.
2. Successful completion of the Georgia Basic Law Enforcement Training Course [or the GA P.O.S.T. Equivalency of Training requirements](#).
3. Successful completion of the Georgia Crime Information Center Full Terminal Operator Course.
4. Maintain a minimum of forty (40) hours of advanced [and / or specialized](#) training annually.

D. Police Officer First Class

1. Police Officer requirements and six (6) years of full-time law enforcement experience, four (4) of which must be with the Dalton Police Department
2. Intermediate and Advanced P.O.S.T. Certifications
3. Eighty (80) hours of Department-approved advanced [and / or specialized](#) training (see Appendix A)

E. Criminal Investigator

1. Four years of full-time law enforcement experience, three (3) of which must be with the Dalton Police Department

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2. Working towards Police Officer First Class requirements
  3. Assignment by the Chief of Police
- F. Master Police Officer
1. Police Officer First Class requirements and twelve (12) years of full-time law enforcement experience, ten (10) of which must be with the Dalton Police Department
  2. Associate degree from an accredited college or university
- G. Sergeant
1. Police Officer First Class requirements
  2. Successful completion of P.O.S.T.-approved supervisory training
  3. Associate degree from an accredited college or university
  4. Successful completion of promotional testing for the rank of Sergeant
  5. Recommendation by Chief of Police and confirmation by the Public Safety Commission
- H. Lieutenant
1. Three (3) years as a Dalton Police Department Sergeant
  2. Successful completion of P.O.S.T.-approved management training, the Georgia Law Enforcement Professional Management Program, or the Georgia Law Enforcement Command College Program
  3. Associate degree from an accredited college or university
  4. Successful completion of promotional testing for the rank of Lieutenant
  5. Recommendation by Chief of Police and confirmation by the Public Safety Commission
- I. Captain
1. Three (3) years as a Dalton Police Department Sergeant
  2. Successful completion of P.O.S.T.-approved management training, the Georgia Law Enforcement Professional Management Program, or the Georgia Law Enforcement Command College Program
  3. Baccalaureate degree from an accredited college or university
  4. Recommendation by Chief of Police and confirmation by the Public Safety

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Commission

- J. Assistant Chief of Police
1. Successful completion of the Georgia Basic Law Enforcement Training Course [or the GA P.O.S.T. Equivalency of Training requirements](#)
  2. Baccalaureate degree from an accredited college or university with a master's degree preferred
  3. Appointment by the Public Safety Commission
- K. Chief of Police
1. Successful completion of the Georgia Basic Law Enforcement Training Course [or the GA P.O.S.T. Equivalency of Training requirements](#)
  2. Baccalaureate degree from an accredited college or university with a master's degree preferred
  3. Appointment by the Public Safety Commission
- L. Administrative Specialist
1. Successful completion of twelve (12) months as a probationary employee
  2. Successful completion of the Georgia Crime Information Center Full Terminal Operator Course
  3. Successful completion of the GCIC ~~/ NCIC Rules /~~ Security Awareness Course
  4. Other training assigned by the Division Commander ~~or selected from Appendix B,~~ as needed
- M. Non-sworn Supervisor
1. Minimum of ~~five (5) years~~ [twelve \(12\) months](#) of service with the Department, [completion of any probationary period, and recipient of positive performance reviews](#)
  2. Associate degree from an accredited college or university is preferred but not required
  - ~~3. Career cumulative total of 200 hours of job-related training approved by the Division Commander and / or selected from Appendix B~~
  - ~~3.~~4. Successful completion of training, certifications, and re-certifications, as assigned by the Division Commander

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- 4.5- Proficiency in the use of the Department's Records Management System
- 5.6- Application for assignment to a vacant position
6. Successful completion of promotional testing
7. Selection and assignment by the Chief of Police

VII. **Specialized Assignments**

- A. Anytime there is an anticipated opening for a specialized assignment, a memorandum shall be issued to all personnel listing the type of assignment, the requirements for the assignment, and the process for applying for the assignment.
- B. The Chief of Police or his / her designee shall select the techniques he / she feels is most appropriate to judge the candidate based on the assignment. The following criteria may be considered:
  1. Length of service with the Department
  2. Special skills, general knowledge, and experience in the area of the assignment
  3. Interest and attitude toward their current assignment
  4. Level of performance, as determined by the review of performance evaluations, discipline records, activity records, and other material deemed appropriate
  5. Reviews of comments from the employee's current or former Supervisors
- C. The Assistant Chief of Police shall conduct an annual documented review of each specialized assignment to determine if each assignment should be continued. The review shall consist of:
  1. A listing of the Department's specialized assignments
  2. A statement of purpose for each listed assignment
  3. The evaluation of the initial problem or condition that required the implementation of the specialized assignment

VIII. **Temporary / Rotating Assignments**

To increase communication between divisions and to gain knowledge of investigative functions of the Department, Patrol Officers ~~are~~ shall be afforded the opportunity to work a temporary assignment in the Criminal Investigations Division. All assignments are contingent upon ~~manpower needs~~ staffing levels and the availability of personnel in both divisions.

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- A. The temporary assignment is identified as an Investigator position and involves the Officer working closely with other Investigators to gain knowledge of procedures and skills associated with the position.
- B. The duration of the assignment shall be determined by the Officer's ~~District Commander~~ Supervisor and the CID Division Commander but shall not be for more than a 28-day cycle.
- C. All Patrol Officers shall be afforded the opportunity to be temporarily assigned to CID. The selection of personnel shall be based on ~~manpower requirements~~ staffing levels, vacations, training calendars, previous rotation assignments, and any other factor that may affect shift ~~manpower~~ staffing requirements.
- D. All District Commanders may assign Officers to CID based on the established criteria. However, the reduced call volume of 3<sup>rd</sup> night shift allows for more opportunities to make temporary assignments.

IX. **Succession Planning**

- A. The Department shall conduct succession planning for the development of command and executive leadership.
- B. Succession planning shall consist of identifying future leaders within the Department and providing those individuals with the education, training, mentoring, and support they need to prepare them for critical roles when vacancies occur.
- C. ~~Advanced~~ Executive training opportunities, as outlined in policy GO88-2.11, Training, shall be made available as part of succession planning and as approved by the Chief of Police.
- D. Tasks and projects may be assigned to future leaders as a way to provide experience and mentoring in critical areas, such as planning, budgeting, and managing.

*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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## Appendix A

The list below contains training that meets the Department's 80-hour requirement to obtain the rank of PFC. Additional training courses may be added or substituted upon being approved by the Chief of Police or his / her designee.

<u>Course Title</u>	<u>Hours</u>
<i>Latent Print Development</i>	24
<i>On-Scene Traffic Accident Investigation Level 1</i>	72
<i>Sexual Assault Investigations</i>	40
<i>Drug Enforcement Investigations</i>	<del>80</del> 40
<i>Family Violence First Responder</i>	24
<i>Family Violence Investigations</i>	40
<i>Crime Analysis</i>	36
<i>Child Victim Investigation Fundamentals</i>	24
<i>Criminal Investigation Fundamentals</i>	40
<i>Evidence Presentation</i>	16
<i>Financial Investigation Fundamentals</i>	24
<i>Fingerprint Classification</i>	40
<i>Gang Recognition and Identification</i>	24
<i>Gang Investigation and Prosecution</i>	40
<i>Homicide Investigations</i>	40
<i>Introduction to Cybercrime Investigations</i>	40
<i>Drug Identification Course</i>	40
<i>Search Warrants &amp; Affidavits: Advanced</i>	24
<i>Search and Seizure for Law Enforcement</i>	40
<i>Bloodstain Pattern Analysis</i>	40
<i>Instructor Training</i>	80
<i>Introduction to Terrorism</i>	16
<i>Advanced Roadside Impaired Driving Enforcement</i>	16

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## Appendix B

The following list contains training that meets the Department's guidelines for additional training for non-sworn career paths. Additional training may be substituted as approved by a Division Commander or his / her designee.

<del>GIS Analysis</del>	<del>Server Technology</del>
<del>Cultural Diversity</del>	<del>Productivity Software (ex. Microsoft</del>
<del>Communications/ Interpersonal</del>	<del>—Office)</del>
<del>—relations</del>	<del>Network Security</del>
<del>Organization and Planning skills</del>	<del>Telecommunications</del>
<del>—training</del>	<del>Database (introductory concepts)</del>
<del>Office / Business writing</del>	<del>Strategic Management/Policy</del>
<del>Customer Service skills</del>	<del>Computer Software Skills (Word,</del>
<del>Records Management</del>	<del>—Excel, Access, Quicken, Munis)</del>
<del>Leadership Principals</del>	<del>Cultural Diversity</del>
<del>Problem Solving/troubleshooting</del>	<del>Office/Business writing</del>
<del>Group &amp; Team Dynamics</del>	<del>GCIG Agency TAG</del>
<del>Business Management</del>	<del>Open Records Law</del>
<del>Business Operations</del>	<del>Customer Service SkillSource</del>
<del>Crime Analysis / Investigative</del>	<del>—(basic)</del>
<del>—Analysis</del>	<del>Records Management</del>
<del>Intelligence Analysis</del>	<del>Leadership Principals</del>
<del>Research Methods</del>	<del>Problem Solving</del>
<del>Statistics</del>	<del>Group &amp; Team Dynamics</del>
<del>Data Mining</del>	<del>Physical &amp; Information Resources</del>
<del>SQL Server Administration</del>	<del>Document Production</del>
<del>Web Development</del>	<del>Financial Function</del>
<del>Programming</del>	<del>Supervision</del>
<del>Analytics</del>	<del>Accounting (basic)</del>
<del>Operating System Technology</del>	<del>Translation (Spanish-English)</del>

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>August 1, 1998</b>	<i>Number</i> <b>GO97-3.8</b>
<i>Subject</i> <b>Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse and Employee Assistance</b>		
<i>Reference</i> <b>O.C.G.A., Title 33, Chapter 9</b>		<i>Revised</i> <b>August <del>25, 2020</del> 23, 2022</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2022</del> 2024</b>	<i>No. Pages</i> <b>24</b>

## I. Policy

The City of Dalton and the Dalton Police Department maintain a "Zero Tolerance Policy" toward drug or alcohol use or possession of any prohibited substance, as defined in this policy, which could affect its workplace.

## II. Definition

### A. "CITY and DEPARTMENT"

1. The term "City" as used in this policy shall mean the City of Dalton, Georgia, its departments, bureaus, authorities, or other management subdivisions, its directors, managers, supervisors, elected and appointed officials, and agents acting in its behalf.
2. The term "Department" means the City of Dalton Police Department, its Chief, superior Officers, Managers, Supervisors and employees, including both sworn Officers and non-sworn civilian employees.

### B. "CITY PREMISES"

The term "City premises" as used in this policy includes: all property, facilities, land, platforms, buildings, surfaces, fixtures, installations, parking lots, automobiles, and any other vehicle, whether owned, leased, or used by the City, or its departments, divisions, directors, officers, managers, supervisors, employees, or other agents. This definition also includes locations other than the City's administration buildings or departmental headquarters, police stations, or departmental offices or premises, including all locations where City employees are performing their public job functions, all locations of City-sponsored recreational, social, or educational events, and any place where such a City employee is located while traveling to or from such locations in the course and scope of his / her duties on behalf of the City. This shall include times when the employee is in the employee's own vehicle if the employee is then using the vehicle on City business, or whenever the vehicle is parked on City property.

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This definition shall not be interpreted to imply that either the City or the Department assumes or accepts responsibility for any wrongful, tortious, negligent, or criminal acts of any person whom it employs when such persons are not acting pursuant to Department or City instructions in furtherance of the City's business ends on official Department business, nor shall it be interpreted as a waiver of any immunity which the City might have under federal, state, or local laws or ordinances.

**C. "ILLCIT CHEMICAL SUBSTANCE"**

The term "illicit chemical substance" shall mean any measurable amount of: any drugs, controlled substances such as amphetamines, methamphetamines, fentanyl, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, or other drugs, possession of which is made unlawful under federal or state laws, including, but not limited to, O.C.G.A. §§16-13-25, 16-13-26, 16-13-27, 16-13-28, 16-13-29 (but the term "illicit chemical substances" shall not include those substances included in O.C.G.A. §§16-13-27.1 or 16-13-29.1), or any metabolite of any such substances, "look-alikes", "designer drugs" having the same or similar psychotropic effects of such drugs, unauthorized alcoholic beverages, marijuana, hallucinogens (whether derived from natural or synthetic manufactured sources), unauthorized prescription drugs, or authorized drugs which are not prescribed for a verifiable medical condition and / or used in strict accordance with this policy and with the prescribing physician's instructions, or any other substance that is mood-altering, mind or consciousness affecting, or which is likely to have any affect upon a person's perceptions, sensations, thought processes, self-awareness, emotions, physical coordination, or other mental or physiological or psychological reactions or behavior. It also includes urinalid or all other substances of a similar nature or purpose designed or used to alter a urine specimen or to conceal such illicit chemical substances or their metabolites in an initial screening test.

The term "illicit chemical substance" includes products where the ingestion or use thereof produces evidence of metabolites of delta-9 tetrahydrocannabinol (THC) at levels reportable as "positive" in an initial screening test; but it shall not include where an employee has been prescribed Epidiolex for treatment of epilepsy in accord with current FDA regulations.

This policy shall not include prescription medicines when authorized by a licensed physician for a verifiable medical condition, provided the employee uses such medicines in strict compliance with the prescribing physician's instructions and City and Department policies.

Notwithstanding any contrary provision contained in this Policy, this policy shall not prohibit or otherwise apply to those substances which would otherwise be included within the definition of "illicit chemical substance" where an employee lawfully possesses such substances in the line of duty for the sole purposes of law enforcement and administration of justice.

**D. "UNAUTHORIZED ITEMS"**

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As used in this policy, the term "unauthorized item" shall refer to: any stolen property, and any drug paraphernalia such as syringes (other than those needed for a diabetic condition) or such other items as included in O.C.G.A. §16-13-1, including but not limited to bongs, cocaine pipes, roach clips, or other items commonly associated with unauthorized drug use, where there are signs that such paraphernalia has been used for drug ingestion in violation of this policy.

Notwithstanding any contrary provision contained in this Policy, this policy shall not prohibit or otherwise apply to those items which would otherwise be included within the definition of "unauthorized items" where an employee lawfully possesses them in the line of duty solely for the purpose of law enforcement and administration of justice.

E. *"PERSON"*

As used in this policy, the term "person" shall refer to: all employees, job candidates, agents, and contractors of the City of Dalton, or any of its departments or subdivisions, including sworn and non-sworn employees and officers, managers, and supervisors.

This policy shall be applied to all such persons except where otherwise officially authorized by law or another City or Department policy.

F. *"ALCOHOL"*

"Alcohol" means ethyl alcohol, hydrated oxide of ethyl or spirits of wine, from whatever source or by whatever process produced.

G. *"CERTIFIED LABORATORY"*

As used in this policy, the term "certified laboratory" shall mean one which is certified either by the National Institute on Drug Abuse ("NIDA"), the United States Department of Health and Human Services ("HHS"), or any other state or federal agency charged with responsibility for regulating or certifying drug testing laboratories. The terms "NIDA" and "HHS" shall be considered interchangeable and synonymous.

H. *"POSITIVE TEST RESULTS"*

As used in this policy, "positive test results" mean a written report from the certified laboratory of a confirmation test on a particular employee and / or job candidate's specimen revealing the presence of alcohol, drugs, or other illicit chemical substances or their metabolites within the specimen.

I. *"CHAIN OF CUSTODY"*

As used in this policy, "chain of custody" means the methodology of tracking specified materials, specimens, or substances for the purpose of maintaining control and accountability from initial collection to final disposition for all such

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materials, specimens, or substances and for providing for accountability at each stage in handling, testing, and storing materials and reporting test results.

J. *"CONFIRMATION TEST"*

As used in this policy, "confirmation test," "confirmed test," or "confirmed substance abuse test" is a second analytical procedure used after an initial screening test to identify the presence of a threshold detection level of a specific drug or metabolite in a specimen. A confirmation test must be different in scientific principal from that of the initial screening test procedure. This confirmation method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy that is at least as accurate as the gas chromatography / mass spectrometry (GC/MS) method.

K. *"INITIAL SCREENING TEST"*

As used in this policy, an "initial test" or "initial screening test" is a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent procedure or shall use a more accurate scientifically acceptable method approved by HHS, as such more accurate technology becomes available in a cost-effective form.

L. *"JOB CANDIDATE"*

As used in this policy, a "job candidate" means a person who has applied for a position with the City and who has been offered employment, conditioned upon successfully passing a substance abuse test, and may include such persons who have begun work pending the results of the substance abuse test.

M. *"THRESHOLD DETECTION LEVEL"*

As used in this policy, the "threshold detection level" means the level at which the presence of alcohol, a drug or other illicit chemical substance, or their metabolites, can be reasonably expected to be detected by an initial screening test and a confirmation test performed by a laboratory meeting the standards specified in this policy and in Article 34 of the Official Code of Georgia Annotated. The threshold detection level indicates the level at which a valid conclusion can be drawn that the alcohol, drug or other illicit chemical substance is present in the person's specimen.

N. *"EMPLOYEE"*

As used in this policy, "employee" means any person who works for salary, wages, or other compensation for the City of Dalton.

O. *"EMPLOYEE ASSISTANCE PROGRAM"*

As used in this policy, "Employee Assistance Program" or "EAP" means a program designed to assist in the identification and resolution of job performance problems associated with employees impaired by personal concerns. The Employee

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Assistance Plan includes a list maintained by the Human Resources Office of the City of professionals and organizations providing counseling, consultation, training, and professional, confidential, appropriate, and timely problem assessment services for persons dealing with problems of and related to addiction to alcohol or illegal substances, which shall include short-term problem resolution, referrals for appropriate diagnosis, treatment, and assistance, follow-up and monitoring, employee education, and quality assurance.

P. *"EMPLOYER"*

As used in the policy, "employer" means the City of Dalton, its Police Department, including its Chief of Police, Division Commanders, Captains, Lieutenants, Sergeants (collectively referred to as "Superior Officers"), and its Commissioners, the Public Safety Commission and its members, and Mayor, and other elected and appointed officials of the City of Dalton.

Q. *"NON-PRESCRIPTION MEDICATION"*

As used in the policy, "non-prescription medication" means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

R. *"REASONABLE SUSPICION TESTING"*

"Reasonable suspicion testing" means substance abuse testing based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy, drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon but are not limited to, observable phenomena while at work such as those behaviors as described in Section VIII of the Standard Practice Instruction implementing this Policy. Reasonable suspicion testing may also include testing after an employee is involved in an accident which causes damage to property or injury when, in the judgment of the employee's superior, the circumstances surrounding the accident or injury suggest that such testing may be appropriate, or pursuant to Departmental Regulations or Orders. Additionally, any admission of drug use by an employee, other than voluntary self-referral to EAP pursuant to Section L, shall constitute valid grounds for testing as well as any admission of drug use as part of a pre-test or post-test interview or a deceptive test result from a City administered polygraph examination shall constitute valid grounds for testing.

S. *"REHABILITATION PROGRAM"*

As used in the policy, "rehabilitation program" means an established program capable of providing expert identification, assessment, and resolution of employee drug or alcohol abuse in a confidential and timely manner. This service shall in all cases be provided by persons licensed or appropriately certified as health professionals to provide drug or alcohol rehabilitative services.

T. *"SPECIMEN"*

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"Specimen" as used in the policy means tissue, blood, breath, urine, saliva, or other product of the human body capable of revealing the presence of drugs, alcohol, or their metabolites.

U. **"SUBSTANCE"**

"Substance" means drugs or alcohol.

V. **"SUBSTANCE ABUSE TEST" OR "TEST"**

As used in the policy, "substance abuse test" or "test" means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of alcohol or of an illicit chemical substance or its metabolites.

W. **"SAFETY-SENSITIVE POSITION"**

As used in this policy, the term "safety-sensitive position" shall mean any position with such job responsibilities which are designated as "safety sensitive" by the City Administrator, in conjunction with the City Human Resources Director.

III. **Procedures**

- A. Unless otherwise warranted under federal and state law, the City of Dalton does not discriminate against persons on the basis of the person's medical history of addiction to either drugs or alcohol, so long as there is no evidence or indication of the person's current abuse of such substances, nor of the person's violation of this policy, nor any history of criminal activity involving such use. This non-discrimination policy shall not apply to any refusal to hire or other discrimination against any person who has been convicted of any crime.
- B. Except as otherwise permitted in this Policy, the use, possession, concealment, transportation, promotion, or sale of any drugs, unauthorized alcoholic beverages, or other illicit or chemical substances or of any unauthorized items by any person on City premises is strictly prohibited. Because of the medical difficulty of determining the precise amount of any chemical substance which may cause intoxication or impair a person's mental, sensory, or emotional faculties, any use of drugs or illicit chemical substances away from City premises on a person's off duty time shall be treated as a violation of this policy if it leaves any detectable amounts of the substance within the person's bodily fluids when that person is on City premises on duty. Persons found with such substances in their bodily fluids shall be considered unfit for duty and shall be removed from City premises. Except as otherwise provided in these policies, such persons are subject to immediate termination and permanent disqualification from City employment (in the case of job candidates, the person is permanently barred from City employment).
- C. All managers, supervisors, and employees shall have the duty to take whatever lawful steps are necessary in order to ensure that all persons who are on City premises comply with this policy. Any person who knowingly permits another

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person to violate this policy without informing a superior, officer, director, manager, or supervisor, or without taking other action to prevent such a violation, shall be subject to discipline, including termination.

- D. Persons may utilize prescription drugs on City premises only under the following conditions:
1. All prescription medicines must be stored in their original pharmacy container. No person may possess a prescription drug that is more than one year old. Employees whose medical conditions require the use of a syringe for the administration of insulin, or other medically-required substances, must comply with the notification provisions set forth in subparagraph C. 2.
  2. All persons using prescription drugs which are mood altering, mind or consciousness-affecting, or which are likely to have any affect upon the person's perceptions, sensations, thought processes, self-awareness, emotions, or other mental or physical reactions or behavior while working shall inform their Division Commander, the Chief of Police, or the City's Medical Review Officer of the fact. Upon request, they shall reveal to the Medical Review Officer the name of the drug, the name and phone number of the prescribing physician, the date of the prescription, and the condition for which the medicine was prescribed. Upon request, they also shall execute, a form permitting the prescribing physician to release to the City's Medical Review Officer such information as he / she requires to confirm that the employee is fit for duty and is in compliance with this policy. Such information shall be considered confidential medical information which shall not be revealed to any person except other than those having a legitimate need for such medical information for purposes of maintaining security, safety, or efficiency of operations.
  3. The City reserves the right at all times to require that all such persons as are covered in subparagraph 2, above, submit to an examination by the City's Medical Review Officer (or other licensed physician, chosen by the City, should the Medical Review Officer be unavailable). The City reserves the right to rely upon the advice, findings, or conclusions of its Medical Review Officer (or other licensed physician) in determining whether such person is fit for duty.
- E. No drug test shall be administered to a job candidate until after a job offer has been made to the candidate. No candidate to whom a job offer has been made shall be permitted to begin working until the candidate has taken and has passed a drug and alcohol screening test. All candidates shall be tested through urinalysis, blood plasma screening, saliva screening, or other means for the presence of alcohol, drugs or other illicit chemical substances in their bodily fluids. Any candidate who refuses to submit to such a test, or whose tests reveal the presence of such chemical substances shall not be considered for employment.
- F. No test of any specimen found to be positive (i.e., indicating the presence of alcohol, drugs, or an illicit chemical substance) or which is suspected of having

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been adulterated, tampered with in the initial test, shall be considered conclusive unless it is first subjected to a second confirming test or analytic procedure used to identify the alcohol, drug, or specific metabolite, using a different scientific principle from that employed in the initial test procedure. The confirming test shall be performed by an HHS-certified laboratory, and must be made using the gas chromatography / mass spectrometry (GC/MS) method, or an equivalent test method which must provide the requisite specificity, sensitivity, and quantitative accuracy which is at least equal to that of the GC/MS method, and must also be approved by HHS, as such testing technology becomes available.

- G. Except as otherwise permitted in this policy, any person found to be in possession of drugs, unauthorized alcohol, or other illicit chemical substances (including, but not limited to, the presence of such substances within the person's bodily fluids) while on City premises, shall be terminated, if employed by the City. If the person is a job candidate, the employment offer will be rescinded and the person is permanently prohibited from employment with the City of Dalton.
- H. Warrantless Searches and Other Limitations of Privacy Expectations

As a condition of employment and of continued employment by the City, all employees must acknowledge that no employee has a reasonable expectation of privacy when performing their City job duties, when they are present on City premises, or when their property is located on City premises. All employees consent to the following:

1. If either its Human Resources Director, the City Administrator, or the Chief of Police concludes that circumstances justify such action, the City reserves the right, at all times on City premises, and without obtaining a search warrant, to conduct searches and inspections of employees, other persons, and their property located upon City premises, or used in conducting City business, for the purpose of determining whether such persons are in possession of, using, transporting, or concealing any of the prohibited substances or items covered by this policy.
2. Areas subject to such warrantless searches and inspections shall include employees' lockers, baggage, desks, work areas, lunch boxes or bags, brief cases, clothing, and vehicles. "Vehicles" shall include those owned or leased by the City. "Vehicles" shall also include those owned by the individual employee at those times when the employee's vehicle is located on City premises, or when employing their vehicles in the performance of official City business.
3. The City may use supervisors, managers, or authorized search and inspection specialists to conduct such searches.
4. Unless the City has first obtained a warrant for such a search, all evidence revealed in such a search will be utilized only for purposes of enforcing this policy, and will not be used by the City in any criminal prosecution of the employee.

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- I. A search and inspection, as defined in this policy, may also include the requirement that employees and others submit to an unannounced urine drug screen test or blood plasma test, and also may include testing the person's urine, breath, or blood for the presence of alcohol. These tests may be utilized in the following circumstances:
  1. In employment medical examination (before a candidate to whom an offer of employment has been extended begins working);
  2. As part of an overall search and inspection of an employee's working area, department, or work location as part of the City's enforcement of this policy, or as part of a random drug testing program as set forth in this policy (for persons in safety sensitive positions whose job duties subject them to this requirement);
  3. When an employee's supervisor has reasonable suspicion or cause to suspect that an employee is using, or has used illicit chemical substances, drugs, alcohol, or other prohibited substances in violation of this policy, or is under the influence of drugs, alcohol, or other illicit chemical substances, based on objective and articulable facts which would lead a reasonably prudent supervisor to believe that the employee is under the influence of drugs, alcohol, or other illicit chemical substances, or that the employee has otherwise violated this policy;
  4. When a person is found to be in possession of drugs, alcohol, or other illicit chemical substances, or when any of these substances or unauthorized items are found in an area which is controlled or used exclusively by the person;
  5. Following a serious accident, a serious work quality error apparently due to an employee's inattentiveness or serious judgment or perception error, an incident where safety precautions were violated, or whenever an employee has caused, contributed to the cause, or suffered an injury requiring medical attention or lost working time for any person, or where damage to property has resulted from an employee's job performance.
  6. As part of a routinely scheduled employee fitness-for-duty medical examination that is part of the City's established policy or which may be scheduled routinely for all members of an employment classification or group, (See paragraphs 3 and 4 of Form 1, entitled: Employee Acknowledgment of Substance Abuse Policy) or as part of a follow-up fitness-for-duty drug screening following reinstatement of an employee to duty following treatment of substance or alcohol abuse;
  7. An employee and / or job candidate who submits to a drug screening test is entitled, upon request, and at his / her sole expense, to have a portion of the same urine, blood, saliva, or other bodily fluid specimen submitted for testing to a different laboratory (provided it is certified by HHS to perform such tests) which the City recognizes as having the competence, reliability, and expertise needed to perform an accurate analysis to determine the

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presence of such illicit chemical substances and to preserve and document the custody of the sample. The employee / job candidate must make the request for the independent test not later than five (5) working days after receipt of the written report of the test results, pursuant to subparagraph I.8, below. This right shall apply only where the employee / job candidate's original specimen is of a sufficient quantity to permit such additional testing.

8. An employee and / or job candidate will be notified in writing within five (5) working days of the City's (or its Medical Review Officer's) receipt of a written report revealing a positive test result. The employee / job candidate will also be notified of his / her rights to request, not later than five (5) working days of his / her receipt of the written positive test result notification, of his / her right to contest or explain the positive test results to the City's Medical Review Officer (or to the licensed physician selected by the City if the Medical Review Officer is unavailable). If requested by an employee or job candidate, the City will provide a copy of the test results. The employee / job candidate will be reminded that if the sample he / she provided for the testing was sufficient, he / she may, at his / her own expense, request a second confirmation test of a portion of the remaining sample by an HHS-approved laboratory of their choosing (provided the City recognizes the laboratory as equally competent with the laboratories it ordinarily uses for such tests).
9. Both the initial screen test and the first confirmation test will be made at the City's sole expense.
- J. While searches (including urine drug screening or blood and plasma sampling) and inspections by investigative specialists or Department Supervisors or Managers may be conducted from time to time without prior notice to the employee due consideration will be shown for the privacy interests of employees and other persons on City premises, subject to the objectives, and within the parameters of this policy. Unless a prior search warrant is obtained, evidence revealed in such searches (including drug screening or blood plasma sampling) will be utilized solely for purposes of enforcing this Drug Free Workplace policy, and will not be used in any criminal proceeding against the employee.
- K. No person's body or clothing will be searched, nor will any urine, blood, saliva, and / or plasma drug screening test be administered to an employee without the written consent of the person being searched or tested. Any employee who refuses to provide such consent when requested, to submit to a urine or blood plasma drug screening test, or to a search, or who is found to be in possession of such illicit chemical substances or unauthorized items shall be subject to termination. Any other person who refuses to submit to a search or a urine, saliva, or blood and plasma drug screening test when requested pursuant to this policy will be permanently barred from employment by the City, or from conducting business with the City and, where appropriate, such person may be excluded or removed from City premises and will not be permitted to return.

Unless otherwise directed, an employee and / or job candidate who is selected (or in the case of a job candidate, referred for testing) for testing, must report

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immediately to the testing site. Failure to report to the testing site during the specified timeframe may result in termination or, in the case of job candidates, revocation of a job offer for failure to comply with this policy.

L. Voluntary Self-Referral to EAP

1. The ultimate responsibility for eliminating addiction or chemical dependency rests solely with the person having the dependency or addiction. Nevertheless, the City's policy shall be to encourage employees with addictive disorders or chemical dependency to obtain proper medical and / or psychological treatment for the disease. To the extent feasible within the limits of its functions and resources, the City shall cooperate with the employee in obtaining such treatment. This will be accomplished within the limits of the City's operating needs and its medical insurance policy, medical leave of absence policy, and other benefit policies. The Chief of Police or EAP Coordinator shall be responsible for informing such an addicted employee of the programs, resources, and benefits which are currently available for treatment for such a condition.
2. No employee shall be terminated or disciplined, nor shall any employee suffer any adverse employment consequence solely because he / she has sought referral to a City-provided benefit program for treatment of alcohol or substance abuse. This protection shall apply to the employee only if:
  - a. The employee seeks the assistance in obtaining proper treatment for such addiction or dependency before testing positive and prior to being notified that they have been selected for drug testing; and,
  - b. The employee seeks the assistance before the employee is involved in an incident (e.g. an accident or other behavior suggesting reasonable cause for suspecting the employee is impaired) which ordinarily would result in a search or testing under this policy.
3. No employee who identifies himself / herself as needing such assistance shall suffer any discrimination in any term or condition of employment, including promotion and transfer opportunities solely because of his disclosure of such a condition while seeking such assistance, but only if the following conditions are met:
  - a. The employee self-identifies and seeks such treatment or assistance prior to the City's discovery of the employee's breach of this policy (other than through the employee's self-identification); and
  - b. The employee adheres to the treatment plan prescribed by his or her physician or other competent medical, psychological, or addiction counselor; and

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- c. The employee remains free of the drugs, alcohol, or other illicit chemical substances during and after treatment; and
  - d. The employee otherwise remains eligible, qualified, and entitled to the position.
4. No employee who has successfully completed a drug or alcohol addiction treatment program shall be subject to any adverse or discriminatory treatment solely for having participated in such program so long as the person remains drug and alcohol-free and otherwise complies with all the terms and conditions of this policy. Where the provisions of this section conflict with the provisions of Section M, "Mandatory Referral to EAP in Lieu of Termination," (below) the provisions of that section shall supersede this section.
  5. Notwithstanding the foregoing provisions, it shall not be considered an adverse or discriminatory employment condition to require that an employee who has returned to duty following completion of a drug or alcohol addiction treatment program submit to more frequent unscheduled drug screening tests as a means of ensuring the employee's continued compliance with this program.

#### M. Mandatory Referral to EAP in Lieu of Termination

The provisions of this Section M shall apply only to persons who are already City employees. This section shall not apply to any candidate who has failed the post-employment offer, pre-employment drug screening test, nor to any persons who have resigned or retired from City employment.

1. If any urine, saliva, or blood and plasma drug screening test reveals the presence of drugs, alcohol, or other illicit chemical substances in an employee's bodily fluids, the Human Resources Director, in cooperation with the Chief of Police, shall have the option (but not the obligation) in the first instance of such an occurrence, to refer the employee to the City's Employee Assistance Program for assessment and treatment, if needed.
2. Such EAP referral opportunity shall be available only one time, on a "last chance" basis. Any subsequent incident involving the use or possession of illicit chemical substances or materials under this policy will result in the employee's termination.
3. To be eligible for such mandatory referral, the employee shall be required to execute a consent and release permitting the Human Resources Director, in cooperation with the Chief of Police, to monitor the employee's participation and progress in any treatment or therapy program recommended by the EAP counselors.
4. If the employee refuses to enter into such a program, or having once entered, fails to complete the program as directed by the addiction counselor, psychologist, or physician, the employee shall be terminated.

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5. If the employee successfully completes the treatment program and returns to work, he / she shall be subject to such further unannounced drug screening tests not less than annually, as the Human Resources Director determines is advisable under all the circumstances for a period of not less than two (2) years.
6. The record of the particular incident which led to the drug screening test shall not be used against the employee in a future decision if the employee successfully completes the treatment prescribed and maintains drug free status thereafter, and does not violate this policy.
7. No person shall receive the benefits of this Section more than one time, nor shall any person be excused from discipline or termination under the City's behavior and performance standards and policies merely because the employee's behavior or performance problem was caused (in whole or in part) by the employee's illicit chemical substance and / or alcohol abuse.

N. Confidentiality of Referral and Treatment Records

All records of drug and alcohol screening test results, all records of referrals to or participation in the Employee Assistance Program, and all records of treatment for addictive disorders or diseases shall be maintained as strictly confidential employee medical information which shall be stored separately from employee personnel files, with other medical information pertaining to the employee.

1. Such information shall not be revealed to any person other than the Human Resources Director, and those managers or supervisors having the need to know such information, the City's attorneys, and to the appropriate EAP counselor.
2. Such information shall not be revealed under any circumstances to any other persons, employers, or prospective employers in employment reference checks, nor to any other agencies, persons, or organizations unless the City is compelled, by statute, regulation, or court order to reveal such information to such persons or organizations, or to defend itself in an action growing out of its enforcement of this policy.

O. Authorized Use of Alcohol

Although the City of Dalton does not encourage or condone the use of alcohol, moderate use of authorized alcoholic beverages (as defined above) during a person's non-working hours, in strict compliance with this policy and with all state and local laws and ordinances, and in a manner which ensures both that the person will not be impaired when driving a City vehicle, nor when reporting to work, and that the person is in compliance with prudent safety practices, will not be considered a violation of this policy. This provision does not make permissible the use of alcohol during an employee's off-duty hours if such use results in an employee reporting to scheduled work with a detectable amount of alcohol in the employee's bodily fluids.

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If an employee who is off duty but “on-call” consumes alcohol during his / her “on-call” (i.e., usual off-duty) hours in a manner that is likely to leave detectible amounts of alcohol or its metabolites in the employee’s bodily fluids, that employee must notify his / her supervisor of this fact orally before reporting to “on-call” duty so that the supervisor shall be able to make the initial determination, based on questioning of the employee whether or not it is safe to allow the employee to report for work. If the supervisor decides, based on the information received from the employee, that permitting the employee to report for “on-call” duty would be dangerous to the employee or other persons or property, or would hamper the quality or efficient performance of the employee’s duties, the supervisor shall not allow the employee to report for work. In the case where a supervisor decides not to allow the employee to report for the “on-call” duty in accordance with the preceding sentence, the employee will be regarded to have been absent from duty when scheduled for “on-call” duty and the event shall be treated as such under the Department’s attendance and behavior policies.

P. Education Program

1. Employees: On an annual basis, each employee shall receive at least one hour of training on substance abuse in general, and its effects in the workplace including, but not limited to, the following:
  - a. The explanation of the disease model of addiction for alcohol and drugs;
  - b. The effects and dangers of commonly abused substances in the workplace; and
  - c. The City’s policies and procedures regarding substance abuse affecting the workplace, including how employees can obtain treatment for substance abuse.
2. Supervisors: In addition to the education provided to employees, all supervisors will receive at least one hour of training, which shall include, but shall not be limited to, the following:
  - a. How to recognize signs of employee substance abuse;
  - b. How to document and corroborate signs of employee substance abuse; and
  - c. How to refer substance abusing employees to the proper treatment providers through the City’s Employee Assistance Program.

Q. Severability

If any of the provisions of the City of Dalton Policies and Procedures on Substance Abuse and Employee Assistance shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

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*This policy supersedes any policies previously issued.*

**BY ORDER OF**

---

**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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### EMPLOYEE ACKNOWLEDGEMENT OF SUBSTANCE ABUSE POLICY

1. I acknowledge and certify that I have been provided with a summary of, have read, and fully understand the City of Dalton's ("City") Drug Free Workplace Policy and Procedures for Elimination of Substance Abuse and Employee Assistance. I am presently employed by, or have applied for and have been offered a position with, the Department.

I am aware that the City's Drug-Free Workplace Policy is a "zero tolerance" policy which forbids any person from entering or remaining on City property, or working anywhere in behalf of the City while possessing or under the influence of any measurable amount (including any trace amount irrespective of the quantity) of any illegal drugs, such as:

- A. *Amphetamines, cannabinoids or marijuana, cocaine, phencyclidine (PCP) methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substance; or*
- B. *Any other unlawful or controlled substances as referred to in O.C.G.A. § 16-13-26, 16-13-27, 16-13-28, or 16-13-29, unauthorized prescription drugs, or authorized prescription or non-prescription drugs which are used in a manner other than in strict accordance with the Department's policy and with the prescribing physician's instructions for a verifiable medical condition, or any other substance that is mood altering, mind or consciousness affecting, or which is likely to have any affect upon a person's perceptions, sensations, thought processes, self-awareness, emotions or other mental, physiological or psychological reactions or behavior;*
- C. *Any "look-alike drugs", or "designer drugs" with psychotropic effect similar to those produced by illegal drugs, hallucinogens (whether derived from natural or synthetic manufactured sources); and,*
- D. *Any over-the-counter medicines which may affect my consciousness, mood, or mental state, and any prescription drugs which are not used in strict accord with the prescribing physician's instructions and this policy*

2. I am aware that as a condition of becoming or remaining employed by the City of Dalton Police Department, I may be required to submit to a drug screening test at any time, and to consent to a search of my work area, personal property, clothing, and vehicle when parked on City premises. I am aware that the drug screening test will include an Enzyme Immunoassay (EMIT) test of a specimen that I will provide, and if such test is positive (revealing the presence of a prohibited substance or metabolite), a confirmation test of my specimen will be made using the gas chromatography/mass spectrometry (GC/MS) method, or its equivalent by a laboratory certified to perform such tests by the National Institute of Drug Abuse (NIDA) or other agency specified by the U.S. Department of Health and Human Services.
3. I am aware that such tests will be conducted after I am hired wherever the Department has a reasonable suspicion that I have violated its substance abuse policy, if I have caused or contributed to an on-the-job injury resulting in the loss of work time, as a follow-up test if I enter an Employee Assistance Program or rehabilitation program as a result of a positive drug test, as part of any routinely scheduled fitness for duty medical examination, and unannounced "random" testing of employees.
4. I am aware that the information revealed in any test results, or in any search of my work area, personal effects, or person, will be used only for purposes of making employment decisions about me and will not be used against me in any criminal proceeding.
5. I am aware that if my test results are "positive," indicating I have violated the Substance Abuse Policy, or, if I refuse or fail to consent to such testing or search, or, if I interfere with or tamper with such test or specimen, I may be terminated. I understand that I am not to consider any request that I submit to said testing to be an implication or accusation that I have violated this policy in any manner.
6. I am aware that all information revealed by any such tests will be revealed to me and to the City's Medical Review Officer The City of Dalton Human Resources Director, the Chief of Police, and any superior officer or other Manager or Supervisor who has a legitimate need for such information. However, I understand that such information will remain confidential and will not be revealed to any other person unless I have voluntarily consented to such disclosure in writing, or unless such release is compelled by a state agency or a court order. I understand that such information will not be

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used or released in any criminal proceeding against me, but that they may be used in disciplinary proceedings against me, including proceedings as may lead to my termination.

I understand that if my test is confirmed as positive, I may contest or explain the result to the Chief of Police and Medical Review Officer within five working days after I receive written notification of the positive test result.

7. I understand that the Substance Abuse Policy is subject to the provisions in the Act No. 558, Amending the Official Code of Georgia Annotated, Title 33, Chapter 9, Section 40.2 and that the Department's request is in strict compliance with the Drug-free Workplace Act and the Georgia Workers Compensation Statutes.

8. I have been informed that the City maintains an Employee Assistance Plan, and of the policies and procedures for utilizing the resources of the plan.

\_\_\_\_\_  
Employee/Candidate's Signature

\_\_\_\_\_  
Date

**ADM EAS 970146**

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**CONSENT FOR DRUG AND ALCOHOL SCREENING TEST AND REPORT**

I hereby consent to the testing of my blood, urine, or other bodily fluids for the presence of illicit chemical substances as defined in the City of Dalton's ("City") Drug Free Workplace Policy and Procedures for Elimination of Substance Abuse and Employee Assistance, and to the reporting of the results of said tests to The City of Dalton Human Resources Director and the Chief of Police or his designee, and to such other persons who are authorized under said Policy to receive such information.

I acknowledge that I have been assured that any information revealed in such a search or screening test will be used only for purposes of the Department's making decisions about my employment, termination, or employment-related discipline, to determine whether I am in compliance with the City's Drug Free Workplace Policy and that it will not be utilized against me in any criminal proceeding.

I hereby release and agree to hold harmless the City of Dalton, its elected and appointed officials, the Dalton Police Department, its Chief, and its Superior Officers, managers, supervisors, and agents from any and all liability arising out of the obtaining of the specimen of any fluids, the administration of the tests to the specimens, and the reporting of the results of the tests in accord with the Department's Policy and procedures.

\_\_\_\_\_  
Employee/Job Candidate's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**ADM CDA 970147**

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**CONSENT FOR SEARCH OF CLOTHING, PERSONAL PROPERTY,  
LOCKER, VEHICLE AND WORK AREA**

I hereby give my consent to the search of my clothing, personal property, locker, vehicle parked on the City's premises, and work area for the presence of illicit chemical substances or contraband articles as defined in the City of Dalton Police Department's ("Department") Drug-Free Workplace Policy on Substance Abuse, Contraband Articles, and Employee Assistance.

I understand that any information or evidence revealed in such a search is being collected only in connection with the Department's enforcement of its Drug-Free Workplace Policy, to make decisions affecting my employment, or the terms thereof, with the Department, and that it will not be used in any criminal proceeding against me.

I hereby release the City, its elected and appointed officials, the Police Chief, my Superior Officers or supervisors and/or their agents from any and all liability growing out of their search of my clothing, personal property, vehicle or personal articles, and any report of the results thereof so long as the search is conducted in accord with the Department's applicable policies and procedures.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**ADM CSC 970148**

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**CONSENT TO THE RELEASE OF MEDICAL AND OTHER  
INFORMATION CONCERNING TREATMENT FOR  
ADDICTIVE DISORDER**

I hereby request that my Employee Assistance Plan counselors, physicians, psychiatrists, psychologists, addictionologists, drug or alcohol addiction treatment counselors (hereinafter referred to as "EAP providers") provide such information about my diagnosis and treatment as is requested by The City of Dalton Human Resources Director and my employer, The City of Dalton Police Department, through its Chief or his designee.

I understand that such information may include the nature and severity of the addiction, my prognosis for successful treatment, the requirements for successful treatment, my compliance with all treatment requirements, and my progress in the treatment program.

I understand that the purpose of providing the information is to enable my employer to determine that I am in complete compliance with all requirements of my treatment program as prescribed by my EAP providers.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**ADM CRM 970149**

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**CONSENT TO THE RELEASE OF INFORMATION  
RELATING TO DRUG TEST RESULTS**

I hereby consent to the release of information concerning the following information about my drug test results to the following individuals and organizations, and I waive any rights and forever release such individuals:

1. The Information To Be Released: The complete details of each test's results including the particular drugs, alcohol or other illicit or illegal substances which have been found or which have not been found in my specimen, and the amounts of such substances, if any; the results of any follow up or confirming test on my specimen; the identity of the type of confirming test procedure used in confirming the results of the test.

2. The Persons to Whom the Information May Be Released, and Purposes for Which the Information May be Used: The above information may be released as follows:

To \_\_\_\_\_, the City's Medical Review Officer, for purposes of interpreting test results and advising the Department on whether I may be expected to safely perform the duties of my position, and for determining whether I am in compliance with the City's Drug Free Workplace Policy and Procedures on Substance Abuse;

To \_\_\_\_\_, the City's EAP provider for the purpose of determining whether I have been in compliance with the City's Drug Free Workplace Policy and any conditions placed on my continued employment pursuant to a mandatory or voluntary referral to said EAP program;

To the City's Human Resources Director for the purpose of determining whether I have been in compliance with the City's Drug Free Workplace Policy and any conditions placed on my continued employment pursuant to a mandatory or voluntary referral to said EAP program;

To the Department's attorneys for use in advising the Department on the implementation of its Policy and Procedures on Substance Abuse, or in any administrative or civil judicial proceeding wherein such information is required for the Department's defense;

To the Department's Chief, his designees, and such of its Managers and Supervisors whom the Department determines have a need to know such information.

3. The Duration of This Consent: This consent shall remain in effect for so long as my application for employment is under consideration by the City of Dalton Police Department, or for so long as I am employed by the City of Dalton Police Department, or for so long as any litigation in which such evidence is relevant, is pending final resolution.

4. Reservations: I understand that the information described in paragraph 1 will not be used in any criminal proceeding against me, unless such release of information is required by an agency of the State of Georgia, or by a court of competent jurisdiction. I understand that the Department may use the report of the results of these tests in any administrative or civil action to which such tests may be relevant.

I certify that I am under no duress nor coercion, and that I have given this consent freely, voluntarily, of my own accord.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**ADM CRI 970151**

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**SUPERVISORY OBSERVATIONS  
FOR  
SUBSTANCE ABUSE POLICY ENFORCEMENT**

Employee's Name: \_\_\_\_\_

Date of Observation: \_\_\_\_\_

Time of Observation: From: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

To: \_\_\_\_\_ A.M. \_\_\_\_\_ P.M.

Location: \_\_\_\_\_

The behaviors listed below are examples of changes you might observe in an individual employee.

Use of Form:

When you believe that an employee's performance is impaired and you want to identify and record the basis for your conclusion.

When you notice a change in an employee and you want to evaluate whether there are other changes as well.

When you wish to discuss an apparent, but not immediate or severe, impairment with an employee, and you want to be specific about the changes you have seen.

Observed Personal Behavior: Check All Appropriate Items

1. Physical Signs or Conditions

- Weariness, exhaustion
- Untidiness
- Yawning excessively
- Blank stare
- Slurred Speech
- Unsteady Walk
- Falling
- Changes in appearance after lunch or break

2. Mood

- Appears to be depressed all the time
- Irritable
- Suspicious
- Complains about others
- Emotional outbursts
- Mood changes after lunch or break

3. Actions

- Withdrawn or uncharacteristically talkative

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- \_\_\_\_\_ Spends excessive amount of time on telephone or in bathroom
- \_\_\_\_\_ Argumentative
- \_\_\_\_\_ Displays violent behavior

4. Absenteeism

- \_\_\_\_\_ Acceleration of absenteeism and tardiness, especially Mondays or Fridays
- \_\_\_\_\_ Frequent unreported absences
- \_\_\_\_\_ Unusually high incidence of colds, flu, upset stomach, headaches
- \_\_\_\_\_ Frequent use of unscheduled vacation time
- \_\_\_\_\_ Leaving work area more than necessary (e.g. frequent trips to car, water fountain (or bathroom))

5. Other observed actions or behaviors: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Above behavior witnessed by:

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date

**ADM SOS 970150**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>August 23, 2022</b>	<i>Number</i> <b>GO22-7.20</b>
<i>Subject</i> <b>Event Deconfliction</b>		
<i>Reference</i> <b>CALEA Standard – 46.2.8</b>		<i>Revised</i> <b>August 23, 2022</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August 2024</b>	<i>No. Pages</i> <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to engage in event deconfliction to avoid dangerous confrontations and / or unintentional consequences for law enforcement personnel by entering qualifying events into nationwide officer safety event deconfliction systems. In most instances, this policy will not apply to general patrol-level investigations, but will assist in ongoing drug, gang, and vice-related investigations, as well as high-profile crimes.

## II. Purpose

The purpose of this policy is to establish event deconfliction procedures for undercover and high-risk incidents to enhance officer safety, reduce risk, and encourage the effective use of critical resources.

## III. Definitions

- A. *Critical Incident* – An occurrence or event, natural or human-caused, which requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wild land and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response, such as major planned events and law enforcement incidents.
- B. *Deconfliction* – A process of notifying a central location of a planned event prior to its execution, which will enhance officer safety by preventing officers from accidentally targeting another law enforcement officer or compromising another investigation.

## IV. Qualifying Events

Any tactical activity or operation that requires a personal appearance at a predetermined location shall utilize event deconfliction procedures. This does not apply to critical incidents. These activities include, but are not limited to, the following:

- A. The service of search warrants involving potentially life-threatening circumstances.
- B. The service of high-risk arrest warrants.
- C. Fugitive operations which are operational, such as roundups.
- D. Long-term covert operations.
- E. The service of search warrants involving narcotics investigations.
- F. Any other high-risk or specialized law enforcement activities or events that would benefit from event deconfliction.

V. **Procedures**

- A. The Department utilizes the Regional Information Sharing Systems (RISS) Program for event deconfliction.
- B. Personnel conducting events, as described above, shall ensure that these events are entered into the event deconfliction system, either online or by telephone, prior to the event taking place. Information entered into the deconfliction system shall include, but not be limited to:
  - 1. Date and time of the event
  - 2. Type of event
  - 3. Location of the event, including staging areas (if known)
  - 4. Information about the suspect(s)
  - 5. Participating agency names
  - 6. Name and contact information of the case Officer or Lead Investigator, along with a secondary point of contact for the operation
  - 7. Radius of the deconfliction (if not preset by the deconfliction system)
- C. In the event the deconfliction system identifies a potential conflict for a planned operation, the case Officer or Lead Investigator shall immediately contact the identified agency and resolve any conflict that might exist before the planned operation is initiated.
- D. The entry of the qualifying event into the deconfliction system shall be notated on the operations plan for the event. The case Officer or Lead Investigator shall also list on the operations plan any other local jurisdictions or agencies contacted during the deconfliction process.
- E. Personnel shall attempt to contact / notify any local jurisdictions or agencies that may not participate in an event deconfliction system that may be affected by the

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incident or investigation, when feasible. Department personnel shall also communicate with and distribute information to other units involved in similar types of specialized investigations within the Department as part of the deconfliction process.

- F. If the case Officer or Lead Investigator is unsure about the requirement to deconflict, the process to use for notifying other agencies, or any other steps involved in this process, he / she shall contact the Drug Enforcement Unit Supervisor or the CID Operations Supervisor, who shall provide further guidance.

VI. **Authorized Users and Administrators**

- A. Authorized system users are personnel with assignments that may be required to perform event deconfliction.
- B. The following personnel shall be registered as agency administrators with the deconfliction system:
  - 1. Drug Enforcement Unit Supervisor
  - 2. CID Operations Supervisor
  - 3. Any other personnel designated by the CID 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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# Detailed Selected Statistics and Management Activity

## By Incident Type

Report Period: 07/01/22 - 07/31/22 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	3	0.90%	1	15	0	1	5	0.00	1	25.87	58.933332	4.16
113	Cooking fire, confined to container	1	0.30%	0	13	0	1	4	0.00	1	5.83	3.716666	1.12
118	Trash or rubbish fire, contained	1	0.30%	0	3	0	0	1	0.00	0	0.75	.750000	0.00
131	Passenger vehicle fire	1	0.30%	0	3	0	0	1	0.00	0	2.15	2.150000	3.65
141	Forest, woods or wildland fire	1	0.30%	0	3	0	0	1	0.00	0	2.45	2.450000	11.07
142	Brush or brush-and-grass mixture fire	2	0.60%	0	9	0	1	3	0.00	0.5	4.58	4.483333	6.76
143	Grass fire	1	0.30%	0	3	0	0	1	0.00	0	0.30	.300000	3.73
151	Outside rubbish, trash or waste fire	1	0.30%	0	6	0	0	2	0.00	0	1.10	.600000	4.32
154	Dumpster or other outside trash receptacle fire	3	0.90%	0	7	0	0.33	2.33	0.00	0.33	4.56	12.483333	3.75
243	Fireworks explosion (no fire)	1	0.30%	0	3	0	1	1	0.00	1	0.33	.250000	2.75
251	Excessive heat, scorch burns with no ignition	1	0.30%	0	10	0	4	3	0.00	2	4.43	4.099999	3.35
311	Medical assist, assist EMS crew	175	52.24%	0	0	3.21	0.01	0	1.02	0.01	0.98	167.33332 2	4.71
322	Motor vehicle accident with injuries	14	4.18%	0	0	5.36	0.5	0	1.71	0.29	3.24	38.516664	4.25
323	Motor vehicle/pedestrian accident (MV Ped)	3	0.90%	0	0	6.33	1.67	0	2.33	1.33	7.29	19.449999	3.17
324	Motor vehicle accident with no injuries.	9	2.69%	0	0.67	4.78	0.33	0.22	1.56	0.22	4.03	25.966666	3.67
412	Gas leak (natural gas or LPG)	5	1.49%	0	8	0	1.2	2.6	0.00	0.8	8.80	36.699999	3.48

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)
441	Heat from short circuit (wiring), defective/worn	1	0.30%	0	6	0	1	2	0.00	1	2.22	1.383333	9.15
444	Power line down	3	0.90%	0	3.33	0	0	1	0.00	0	0.85	2.416666	4.96
445	Arcing, shorted electrical equipment	3	0.90%	0	10.33	0	1	3.33	0.00	0.67	3.59	8.166665	5.85
461	Building or structure weakened or collapsed	1	0.30%	0	3	0	0	1	0.00	0	1.15	1.150000	6.85
500	Service Call, other	3	0.90%	0	3	0	0	1	0.00	0	1.00	3.000000	4.66
520	Water problem, other	1	0.30%	0	3	0	0	1	0.00	0	4.20	4.200000	4.50
522	Water or steam leak	3	0.90%	0	7	0	0.33	2	0.00	0.33	6.19	14.716666	4.07
551	Assist police or other governmental agency	1	0.30%	0	3	0	0	1	0.00	0	0.60	.600000	4.47
553	Public service	2	0.60%	0	2	1.5	0	0.5	0.50	0	0.87	1.833333	2.77
561	Unauthorized burning	6	1.79%	0	5.33	0	0.67	1.5	0.00	0.5	1.78	8.383329	2.62
611	Dispatched & canceled en route	29	8.66%	0	3.72	2.14	0.48	1.21	0.66	0.34	0.39	8.683329	0.00
622	No incident found on arrival at dispatch address	5	1.49%	0	2.6	1.8	0.2	0.8	0.60	0.2	0.60	3.216666	4.86
651	Smoke scare, odor of smoke	3	0.90%	0	16	0	1.33	5	0.00	1	7.70	14.316664	3.26
671	HazMat release investigation w/no HazMat	1	0.30%	0	13	0	2	4	0.00	1	5.25	5.083333	1.90
714	Central station, malicious false alarm	2	0.60%	0	9	0	1	3	0.00	0.5	4.25	4.216666	13.88
730	System malfunction, other	1	0.30%	0	6	0	8	2	0.00	3	2.33	2.333333	4.67
731	Sprinkler activation due to malfunction	1	0.30%	0	12	0	2	4	0.00	1	8.87	4.816666	3.03
733	Smoke detector activation due to malfunction	5	1.49%	0	13.4	0	1	4.4	0.00	1	4.13	16.116664	4.37
735	Alarm system sounded due to malfunction	9	2.69%	0	11.44	0	1.22	3.78	0.00	0.89	6.10	30.066662	4.41

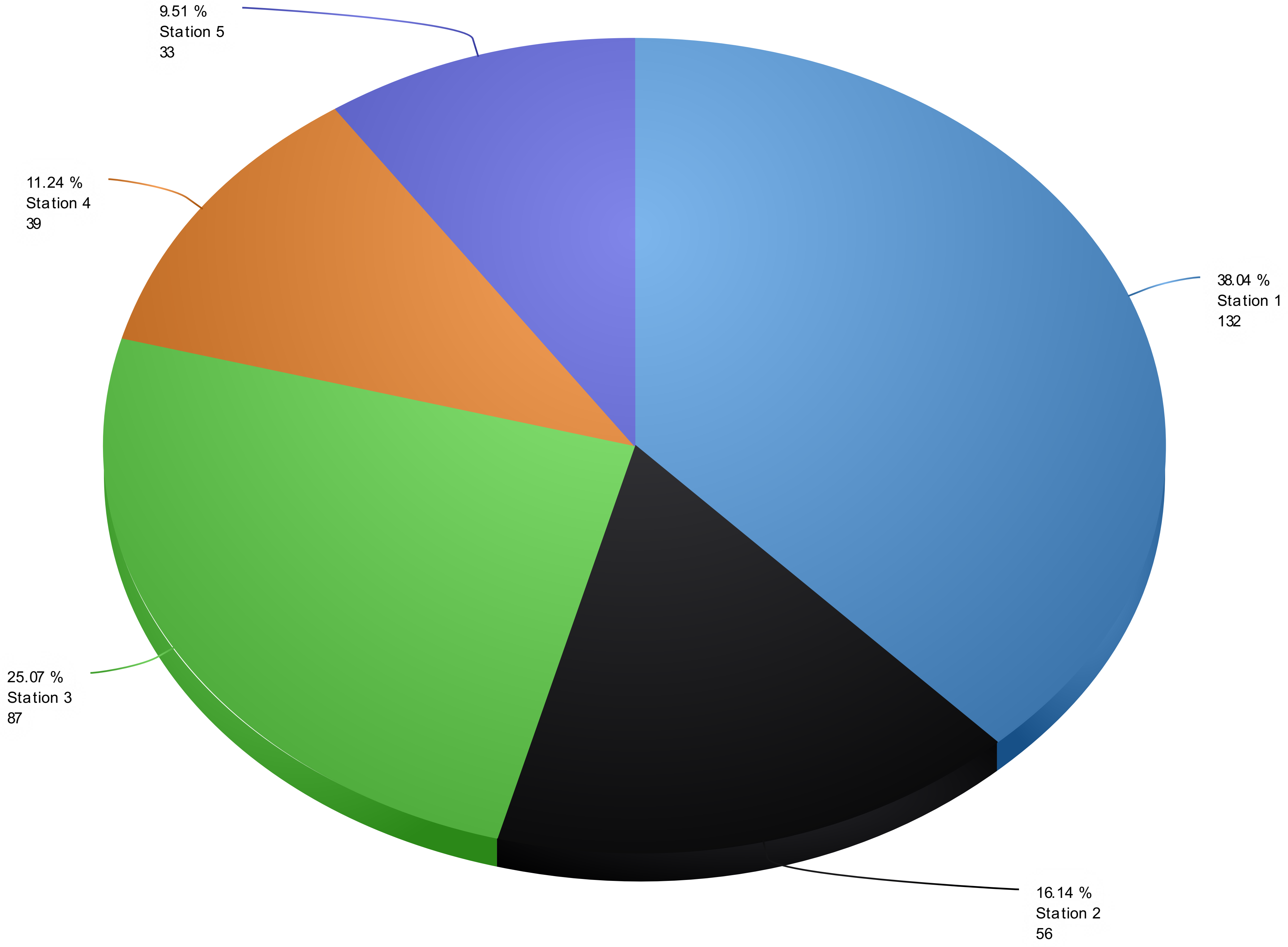


CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
741	Sprinkler activation, no fire - unintentional	1	0.30%	0	12	0	1	4	0.00	1	2.17	1.916666	3.55
743	Smoke detector activation, no fire - unintentional	13	3.88%	0	12.23	0	1.23	3.85	0.00	1.15	2.47	23.316660	4.55
744	Detector activation, no fire - unintentional	2	0.60%	0	14	0	1	4.5	0.00	1	2.87	4.616665	4.12
745	Alarm system activation, no fire - unintentional	16	4.78%	0	11.81	0	1.13	3.81	0.00	1	3.63	35.166659	4.46
813	Wind storm, tornado/hurricane assessment	1	0.30%	0	3	0	2	1	0.00	1	4.00	2.400000	7.10
<b>Totals</b>		<b>335</b>	<b>100%</b>	<b>1</b>	<b>3.21</b>	<b>2.31</b>	<b>0.39</b>	<b>1.03</b>	<b>0.74</b>	<b>0.30</b>	<b>2.19</b>	<b>580.30</b>	<b>4.17</b>
<b>Mutual Aid Given Incidents</b>		<b>13</b>											

# Incidents by Stations

07/01/2022-07/31/2022

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



Total of Station: 347

## Response Summary by Station

Report Period: 07/01/22 - 07/31/22 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
1	132	6.06	61.36	32.58	4.4
2	56	7.14	41.07	51.79	1.87
3	87	1.15	66.67	32.18	2.9
4	39	0	61.54	38.46	1.3
5	33	6.06	54.55	39.39	1.1

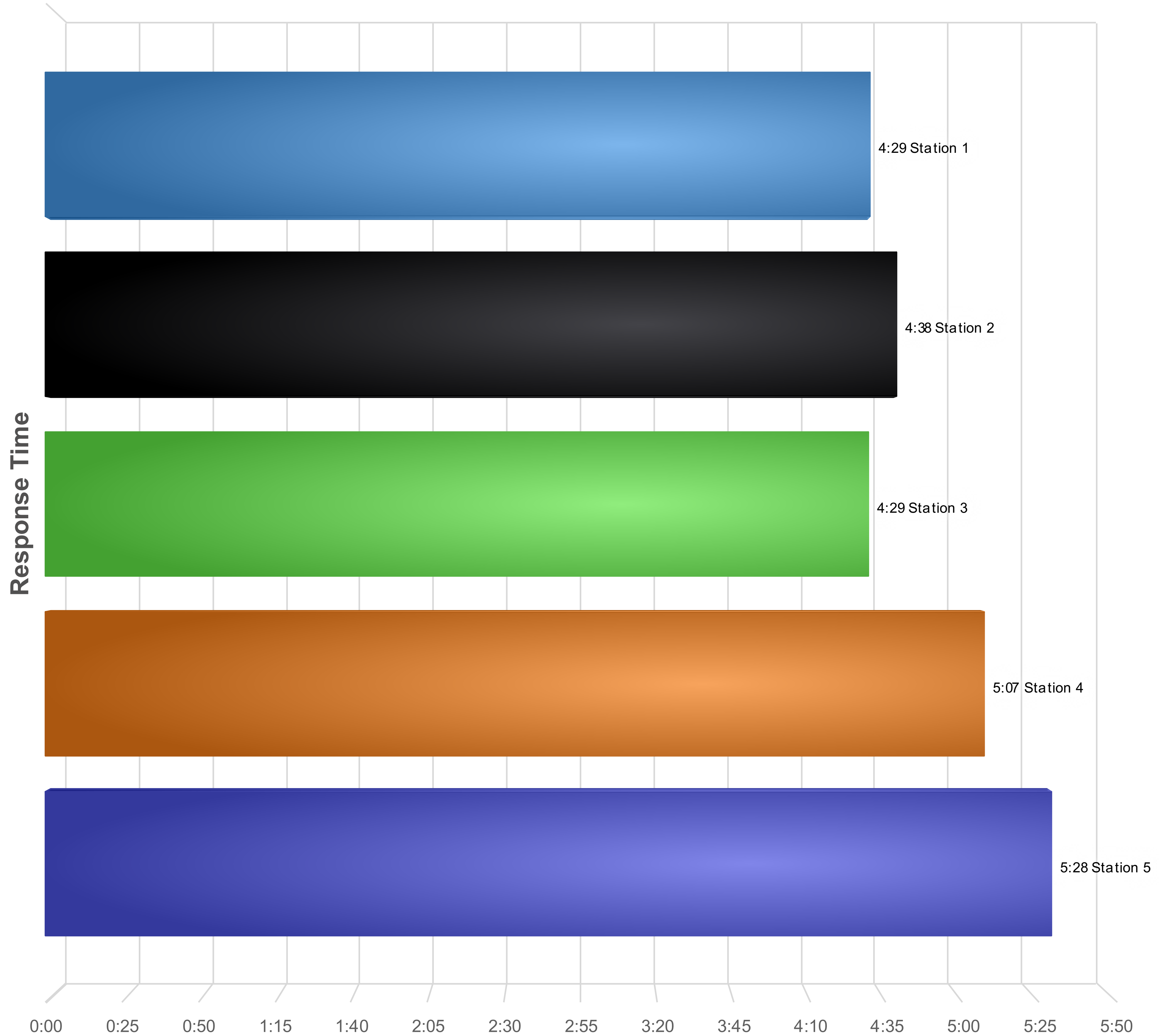
**Total 347**

08/04/22 07:54:53

# Average Response Time by Station

07/01/2022-07/31/2022

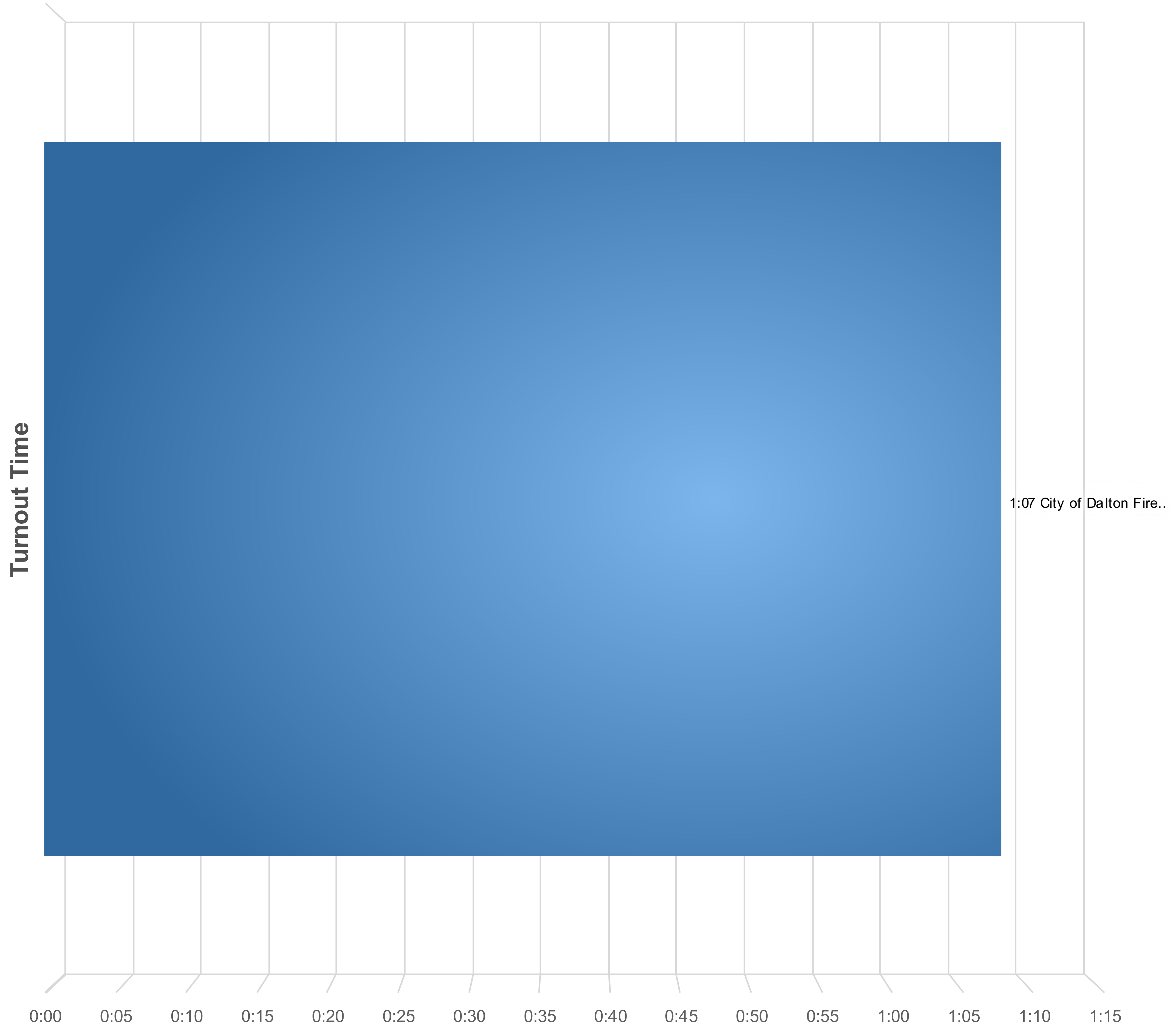
- Station 1
- Station 2
- Station 3
- Station 4
- Station 5



Total of Station: 4:40

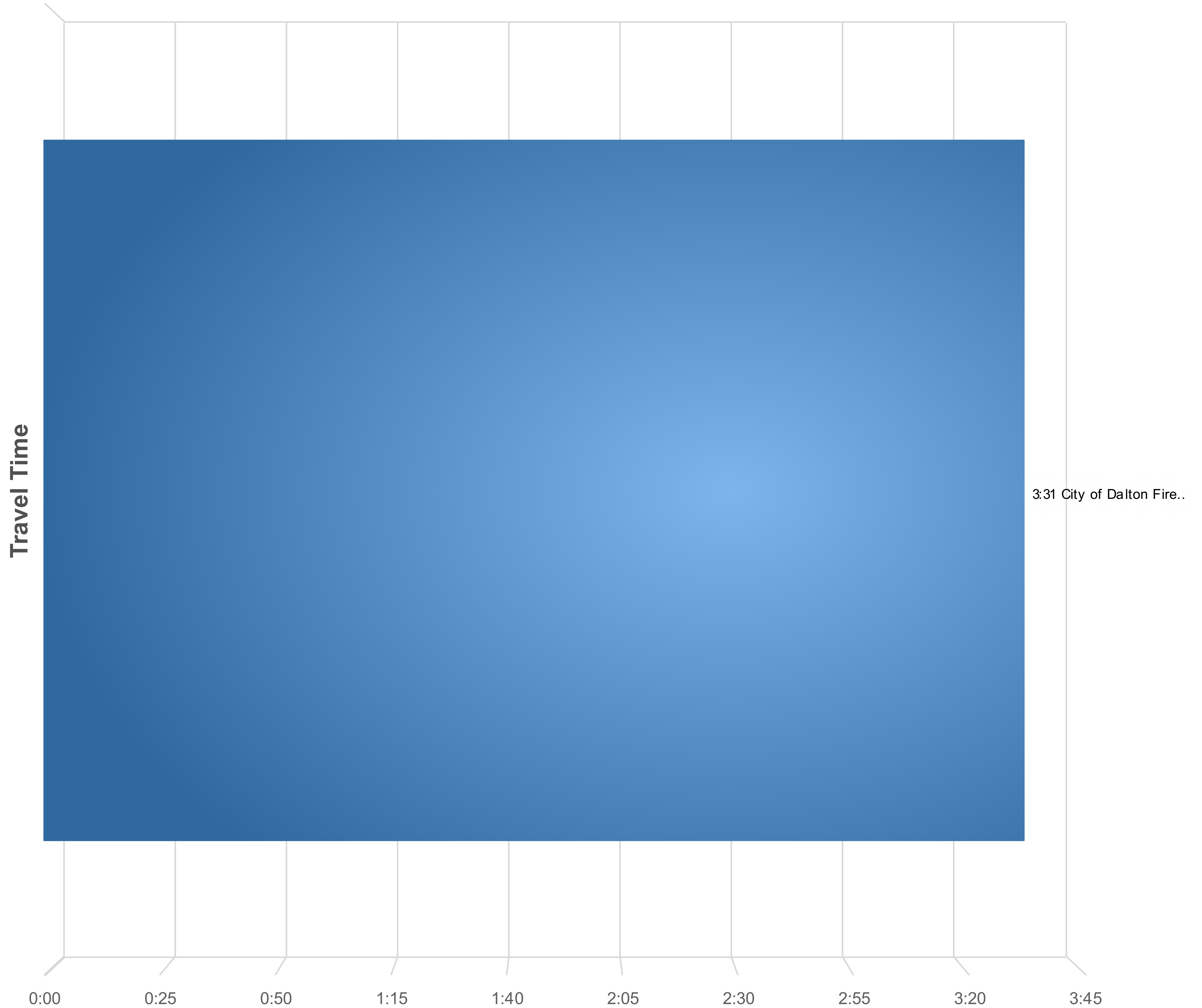
# Department Average Turnout Time (Alarm-> First En Route)

07/01/22-07/31/22



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

07/01/22-07/31/22



## Breakdown by Incident Type

Report Period: 07/01/22 - 07/31/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	175	0
611 Dispatched & canceled en route	33	0
745 Alarm system activation, no fire - unintentional	17	0
322 Motor vehicle accident with injuries	16	0
743 Smoke detector activation, no fire - unintentional	13	0
324 Motor vehicle accident with no injuries.	10	0
735 Alarm system sounded due to malfunction	9	0
561 Unauthorized burning	6	0
622 No incident found on arrival at dispatch address	6	0
412 Gas leak (natural gas or LPG)	5	0
733 Smoke detector activation due to malfunction	5	0
445 Arcing, shorted electrical equipment	4	0
444 Power line down	3	0
323 Motor vehicle/pedestrian accident (MV Ped)	3	0
154 Dumpster or other outside trash receptacle fire	3	0
651 Smoke scare, odor of smoke	3	0
500 Service Call, other	3	0
522 Water or steam leak	3	0
553 Public service	2	0
714 Central station, malicious false alarm	2	0
741 Sprinkler activation, no fire - unintentional	2	0
744 Detector activation, no fire - unintentional	2	0
142 Brush or brush-and-grass mixture fire	2	0
111 Building fire	2	1
131 Passenger vehicle fire	2	0
151 Outside rubbish, trash or waste fire	2	0
461 Building or structure weakened or collapsed	1	0
441 Heat from short circuit (wiring), defective/worn	1	0

08/04/22 07:58:02

Incident Type	Incidents	Exposures
141 Forest, woods or wildland fire	1	0
113 Cooking fire, confined to container	1	0
118 Trash or rubbish fire, contained	1	0
143 Grass fire	1	0
243 Fireworks explosion (no fire)	1	0
251 Excessive heat, scorch burns with no ignition	1	0
730 System malfunction, other	1	0
731 Sprinkler activation due to malfunction	1	0
551 Assist police or other governmental agency	1	0
520 Water problem, other	1	0
671 HazMat release investigation w/no HazMat	1	0
813 Wind storm, tornado/hurricane assessment	1	0

	Incidents	Exposures
<b>Total</b>	<b>347</b>	<b>1</b>



## Staff Hours by Incident Type

Report Period: 07/01/22 - 07/31/22 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	167.36
111 Building fire	58.93
322 Motor vehicle accident with injuries	43.54
412 Gas leak (natural gas or LPG)	36.70
745 Alarm system activation, no fire - unintentional	35.57
735 Alarm system sounded due to malfunction	30.07
324 Motor vehicle accident with no injuries.	27.36
743 Smoke detector activation, no fire - unintentional	23.15
323 Motor vehicle/pedestrian accident (MV Ped)	19.45
733 Smoke detector activation due to malfunction	16.12
522 Water or steam leak	14.72
651 Smoke scare, odor of smoke	14.32
154 Dumpster or other outside trash receptacle fire	12.48
445 Arcing, shorted electrical equipment	10.32
611 Dispatched & canceled en route	9.61
561 Unauthorized burning	8.39
671 HazMat release investigation w/no HazMat	5.08
731 Sprinkler activation due to malfunction	4.82
744 Detector activation, no fire - unintentional	4.62
142 Brush or brush-and-grass mixture fire	4.48
714 Central station, malicious false alarm	4.22
520 Water problem, other	4.20
251 Excessive heat, scorch burns with no ignition	4.10
622 No incident found on arrival at dispatch address	3.77
113 Cooking fire, confined to container	3.72
131 Passenger vehicle fire	3.55
500 Service Call, other	3.00
741 Sprinkler activation, no fire - unintentional	2.77

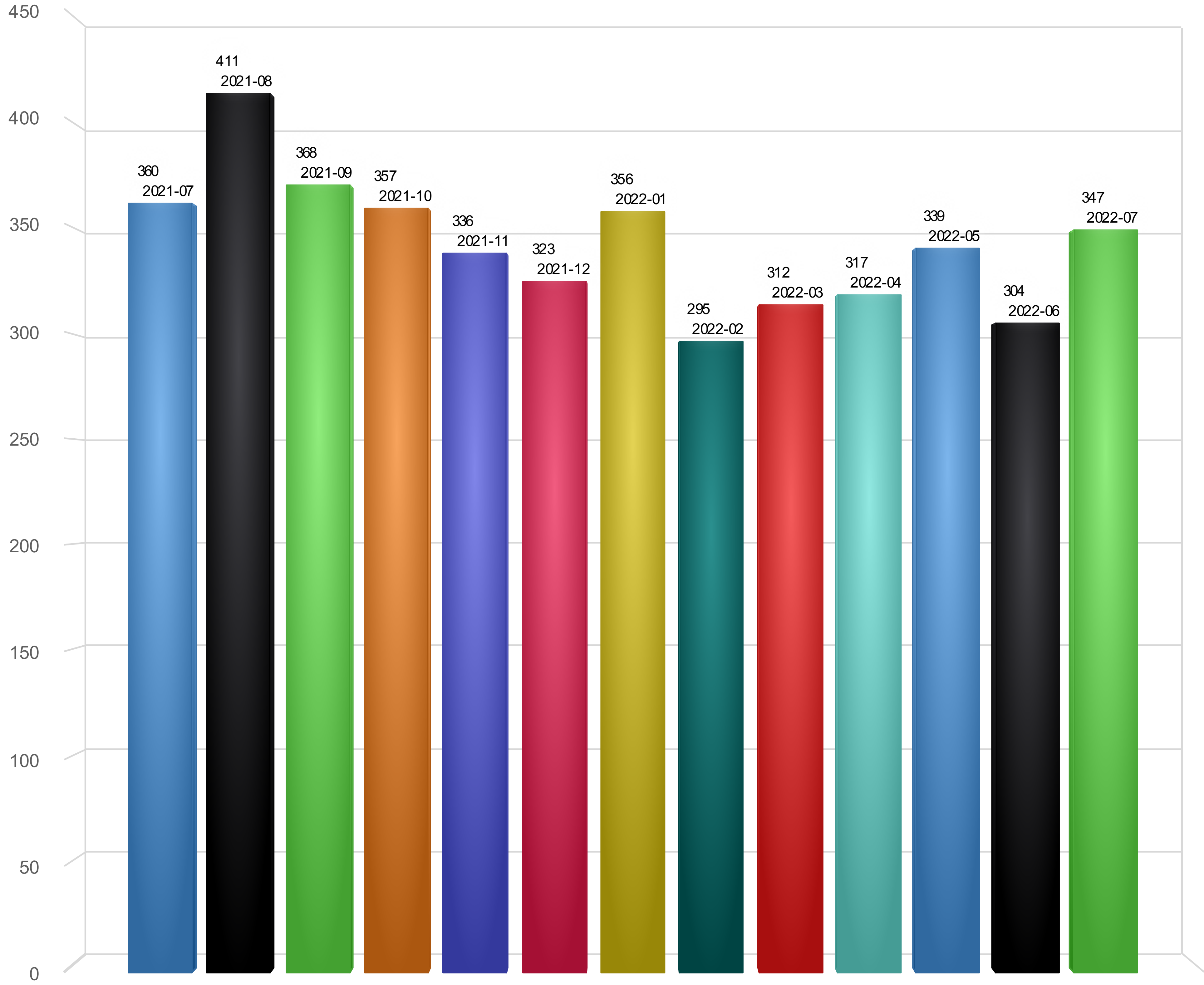
<b>Incident Type</b>	<b>Hours</b>
141 Forest, woods or wildland fire	2.45
444 Power line down	2.42
813 Wind storm, tornado/hurricane assessment	2.40
730 System malfunction, other	2.33
151 Outside rubbish, trash or waste fire	2.28
553 Public service	1.83
441 Heat from short circuit (wiring), defective/worn	1.38
461 Building or structure weakened or collapsed	1.15
118 Trash or rubbish fire, contained	0.75
551 Assist police or other governmental agency	0.60
143 Grass fire	0.30
243 Fireworks explosion (no fire)	0.25

<b>Total</b>	<b>594.56</b>
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# Incidents by Months

07/01/2021-07/31/2022

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



Incident Count

Total of Month: 4,425

# BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

(Dates: 07/01/22 - 07/31/22 23:59:59)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (Incident Type 110–129)		Number of Fires	Number of Civilian Fire Casualties		Est. Property Damage and Contents from Fire
			Deaths	Injuries	
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	1	0	0	0
2	Apartments (3 or more families) (FPU 429)	0	0	0	0
3	Hotels and Motels (FPU 449)	0	0	0	0
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459–499)	1	0	0	0
<b>5</b>	<b>TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100–199)	0	0	0	0
7	Schools and Colleges (FPU 200–299)	0	0	0	0
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300–399)	0	0	0	0
9	Stores and Offices (FPU 500–599)	1	0	0	1,500
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600–799)	1	0	0	5,000
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800–899)	0	0	0	0
12	Other Structures (outbuildings, bridges, etc.) (FPU 900–999)	0	0	0	0
<b>13</b>	<b>TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)</b>	<b>4</b>	<b>0</b>	<b>0</b>	<b>6,500</b>
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131–132, 136–137)	1	0	0	42,000
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133–135, 138)	0	0	0	0
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161–162, 164, 170–173)	1	0	0	0
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved. (IT 142–143)	3	0		
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150–155)	4	0		
18	All Other Fires. (IT 100, 160, 163)	0	0	0	0
<b>19</b>	<b>TOTALS FOR FIRES (Sum of lines 13 through 18)</b>	<b>13</b>	<b>0</b>	<b>0</b>	<b>49,750</b>
20	Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300–381)	201			
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700–746)	50			
22	Mutual Aid Responses Given	13			
23a	Hazardous Materials Responses (spills, leaks, etc.) (IT 410–431)	5			
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440–482, 400)	8			
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200–251, 500–699, 800–911)	57			
<b>25</b>	<b>TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)</b>	<b>347</b>			

## Confined Fires

(Dates: 07/01/22 - 07/31/22 23:59:59; Incident Types: 110-129)

		Number of Confined Fires	Number of Nonconfined Fires
5	Residential Fires	2	0
13	Structure Fires	2	2

## Breakdown of False Alarm Responses

(Dates: 07/01/22 - 07/31/22 23:59:59; Incident Types: 700-799)

	Type of False Alarm	Number of Incidents
1	Malicious, Mischievous False Call (IT 710-715)	2
2	System Malfunction (IT 730-739)	16
3	Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	32
4	Other False Alarms (bomb scares, etc.) (IT 721, 751, 700)	0

## Intentionally Set Fires in Structures and Vehicles

(Dates: 07/01/22 - 07/31/22 23:59:59; Incident Types: 110-139; Cause of Ignition: 1)

		Number of Fires	Number of Civilian Fire Casualties		Estimated Property Damage and Contents from Fire
			Deaths	Injuries	
1	Structure Fires Intentionally set (IT=110-129)	2	0	0	1,500
2	Vehicle Fires Intentionally set (IT=130-139)	1	0	0	42,000

# **Training Division Monthly Report**

## **July 2022**

### **Overview**

The Training Division hosted a 15-person recruit class from the City of Marietta Fire Department for live fire training on the 28<sup>th</sup>. Annual fire hose service testing along with the final phase of spring hydrant detail were completed in July. The state mandated Candidate Physical Agility Test (CPAT) was delivered to numerous applicants for the department's upcoming recruit class. Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of July totaled 1,780.

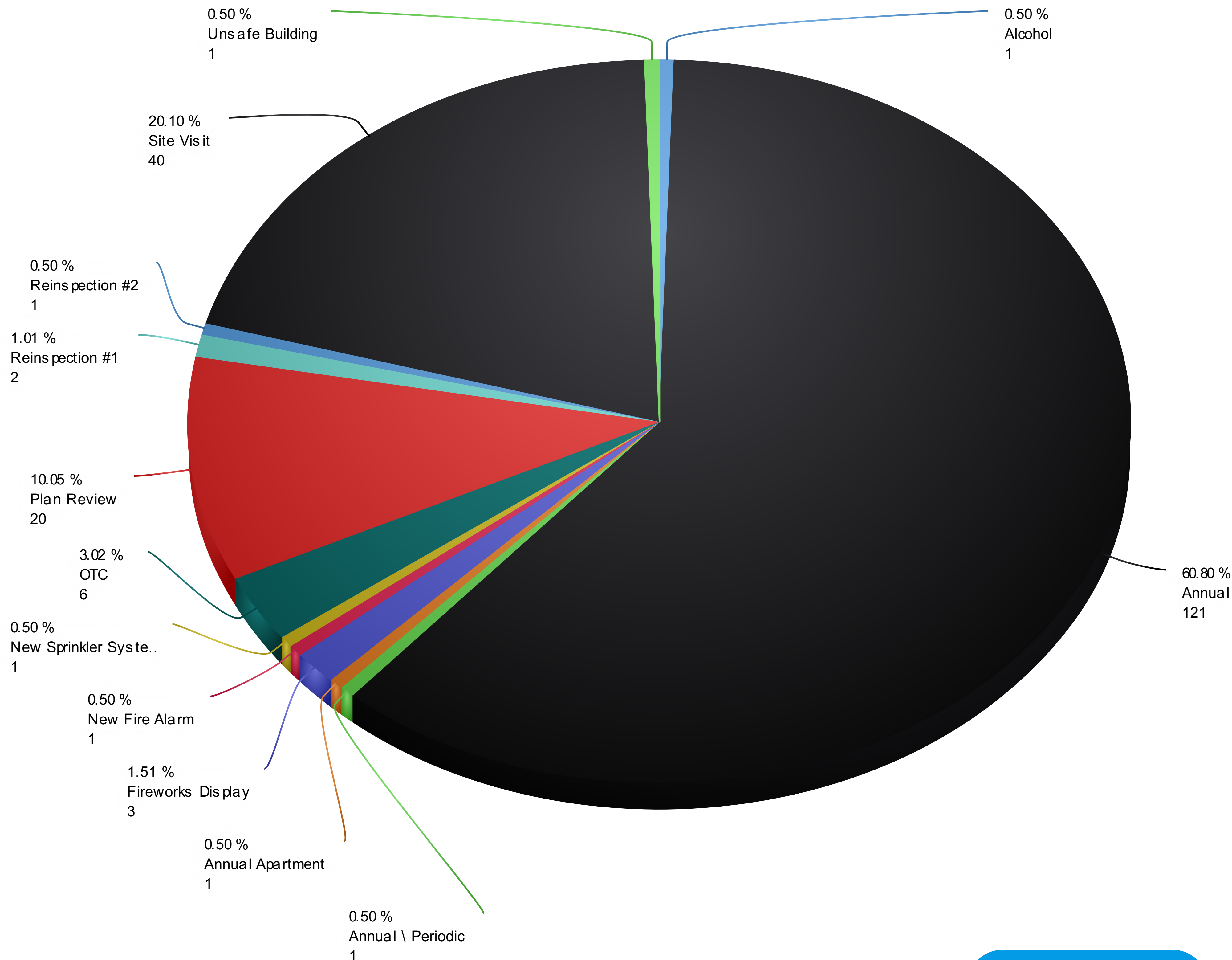
### **Outside Schools**

2 of the department's fire investigators attended the 2022 Georgia Fire Investigators' Association Southeastern Training Conference in Savannah.

# Inspection Visit History by Inspection Type

07/01/2022-07/31/2022

- Alcohol
- Annual
- Annual \ Periodic
- Annual Apartment
- Fireworks Display
- New Fire Alarm
- New Sprinkler System
- OTC
- Plan Review
- Reinspection #1
- Reinspection #2
- Site Visit
- Unsafe Building



Total of Inspection Type: 199



YEAR-TO-DATE BUDGET REPORT

07/31/2022

FOR 2022 07

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350000 511100 WAGES REG	5,832,000	90,000	5,922,000	3,269,614.54	.00	2,652,385.46	55.2%
350000 511100 COVID REG-OT-COV	0	630	630	629.74	.00	.26	100.0%
350000 511300 WAGES - OT	501,400	-630	500,770	254,323.96	.00	246,446.04	50.8%
350000 512100 GROUP INS	1,061,150	0	1,061,150	596,194.68	.00	464,955.32	56.2%
350000 512200 FICA & MED	485,000	6,835	491,835	266,047.92	.00	225,787.08	54.1%
350000 512200 COVID FICA-COVID	0	45	45	41.21	.00	3.79	91.6%
350000 512401 RETDCP	355,000	-60	354,940	206,246.58	.00	148,693.42	58.1%
350000 512401 COVID DB-DC-COVI	0	60	60	56.64	.00	3.36	94.4%
350000 512402 RET DBP	486,000	0	486,000	282,402.56	.00	203,597.44	58.1%
350000 512403 RET STATE	28,800	0	28,800	15,650.00	.00	13,150.00	54.3%
350000 512700 WORKERS CO	106,090	0	106,090	61,885.81	.00	44,204.19	58.3%
350000 512900 OTHER EMPL	35,200	0	35,200	20,813.38	.00	14,386.62	59.1%
350000 512915 CLEANING A	49,900	0	49,900	3,809.48	.00	46,090.52	7.6%
350000 512950 FD CANCER	18,500	0	18,500	.00	.00	18,500.00	.0%
350000 521200 HAZM PROFESSION	14,000	0	14,000	12,981.00	.00	1,019.00	92.7%
350000 521210 LEGAL FEES	4,800	0	4,800	1,477.00	120.00	3,203.00	33.3%
350000 522140 LAWN CARE	4,000	0	4,000	2,772.45	.00	1,227.55	69.3%
350000 522210 BUILD R&M	60,000	0	60,000	21,638.91	4,316.92	34,044.17	43.3%
350000 522220 EQ REPAIRS	24,000	0	24,000	16,393.75	.00	7,606.25	68.3%
350000 522220 APPA MTN APP	95,000	0	95,000	61,759.77	89.57	33,150.66	65.1%
350000 522320 RENT EQUIP	4,800	0	4,800	1,887.62	.00	2,912.38	39.3%
350000 523100 INSURANCE	32,980	4,050	37,030	37,002.28	.00	27.72	99.9%
350000 523200 COMMUNICAT	32,500	0	32,500	18,672.90	1,432.31	12,394.79	61.9%
350000 523500 TRAVEL	28,000	0	28,000	11,330.83	.00	16,669.17	40.5%
350000 523600 DUES	6,600	0	6,600	1,501.65	.00	5,098.35	22.8%
350000 523630 RADIO SUBC	11,900	0	11,900	10,492.20	.00	1,407.80	88.2%
350000 523640 VEHICLE IM	1,100	0	1,100	950.00	.00	150.00	86.4%
350000 523700 TRAINING	28,000	0	28,000	19,239.66	.00	8,760.34	68.7%
350000 523850 CONTRACT L	0	3,300	3,300	3,229.50	.00	70.50	97.9%
350000 523900 OTHER PUR	0	370	370	362.45	.00	7.55	98.0%
350000 523920 SOFT LIC	22,500	0	22,500	22,115.48	.00	384.52	98.3%
350000 531100 SUP GENERA	25,000	0	25,000	10,058.42	.00	14,941.58	40.2%
350000 531110 SUP OFFICE	5,000	0	5,000	1,222.20	.00	3,777.80	24.4%
350000 531120 UNIFORMS	140,000	0	140,000	69,359.68	56,070.00	14,570.32	89.6%
350000 531150 SUP GROUND	3,250	0	3,250	167.46	.00	3,082.54	5.2%
350000 531200 UTILITIES	125,500	0	125,500	75,926.16	.00	49,573.84	60.5%
350000 531250 OIL	5,000	0	5,000	990.39	.00	4,009.61	19.8%
350000 531270 GASOLINE	55,000	-30,000	25,000	19,350.13	.00	5,649.87	77.4%
350000 531275 DIESEL	0	62,000	62,000	25,788.78	.00	36,211.22	41.6%
350000 531300 MEALS FOOD	2,000	0	2,000	620.44	.00	1,379.56	31.0%
350000 531600 SMALL EQUI	31,000	0	31,000	.00	.00	31,000.00	.0%
350000 531700 OTHER SUPP	15,500	-3,670	11,830	1,799.14	.00	10,030.86	15.2%
350000 531700 HAZM OTHER SUPP	9,500	0	9,500	2,925.26	.00	6,574.74	30.8%



**YEAR-TO-DATE BUDGET REPORT**  
07/31/2022

FOR 2022 07											
ACCOUNTS FOR:	GENERAL FUND - OPERATING				ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
350000	531700	SAFET	OTHER	SUPP	5,000	0	5,000	4,182.00	.00	818.00	83.6%
350000	542500	OTHER	EQUI		4,000	0	4,000	936.67	.00	3,063.33	23.4%
TOTAL GENERAL FUND - OPERATING					9,754,970	132,930	9,887,900	5,434,850.68	62,028.80	4,391,020.52	55.6%
TOTAL EXPENSES					9,754,970	132,930	9,887,900	5,434,850.68	62,028.80	4,391,020.52	