



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, MAY 28, 2019
8:30 AM
CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

1. Police Department - New Officer Confirmation
Officer Alan Delon Fouts
Officer Payton Taylor Kell
Officer Colten Anthony McDaniel
Officer Jonathan Aaron Parson
Officer Daniel Lee Sartin
2. Dalton Police Explorer Life-Saving Award
3. Fire Department - Promotion Recommendations
Alan Ridley
Damion Epps
Robbie Townsend

4. Fire Department - Citizens Lifesaving Award

Approval of Minutes

5. April 23, 2019

Alcohol Applications

6. (3) 2019 Alcohol Applications

Police Department

7. Crime/Crash Statistics, April 2019
8. Financial Report, April 2019
9. Policy Revision, April 2019

Fire Department

10. Monthly Statistical Report-April, 2019
11. Monthly Financial Report-April, 2019
12. GP-7 Residence Requirements

Adjournment

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: ALAN DELON FOUTS

HOURLY RATE: \$18.22

SEX/AGE: Male/22

EDUCATION: May 2015 Graduate
LaFayette High School
LaFayette GA

WORK: October 2015 – April 2019
Walker County Sheriff's Office
LaFayette GA

August 2014 – October 2018
(Voluntary Firefighter)
Walker County Emergency Services
Chickamauga GA

MILITARY: July 2019 – September 2015
Georgia Army National Guard
(Medical Discharge – Asthma)

MARITAL STATUS: Single

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: PAYTON TAYLOR KELL

HOURLY RATE: \$16.18

SEX/AGE: Male/23

EDUCATION: May 2013 Graduate
Northwest Whitfield High School
Tunnel Hill GA

2013 - 2014
Dalton State College
Dalton GA

2014 - 2017
Liberty University – Online
Lynchburg VA

WORK: September 2016 – December 2018
Mohawk Industries
Calhoun GA

December 2015 – September 2016
Kroger Pharmacy
Dalton GA

2012 – 2015
Various Part Time /Seasonal Jobs:
RAK, UPS, Salvation Army, Kroger, Kohl's, K-Mart
Dalton GA

MILITARY: None

MARITAL STATUS: Married

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: COLTEN ANTHONY McDANIEL

HOURLY RATE: \$16.18

SEX/AGE: Male/23

EDUCATION: December 2018
Bachelor of Science
Dalton State College
Dalton GA

May 2013 Graduate
LaFayette High School
LaFayette GA

2012 – 2013
Georgia Northwestern Tech
Rock Spring GA

WORK: August 2018 – December 2018
Dalton Police Department – Adm Intern
Dalton GA

January 2015 – August 2018
Logan's Roadhouse
Ft. Oglethorpe GA

August 2012 – January 2015
Bi-Lo
LaFayette GA

MILITARY: None

MARITAL STATUS: Single

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: JONATHAN AARON PARSON

HOURLY RATE: \$16.18

SEX/AGE: Male/29

EDUCATION: April 2013
Bachelor of Arts
University of West Georgia
Carrollton GA

May 2008 Graduate
Lakeview-Ft. Oglethorpe High School
Ft. Oglethorpe GA

WORK: October 2016 – September 2018 – Part Time
GA Department of Natural Resources
Rising Fawn GA

August 2017 – May 2018
Catoosa County Public Schools
Ringgold GA

August 2015 – June 2016 – Part Time
Covenant Transport
Chattanooga TN

June 2013 – March 2015 – Part Time
Ace Hardware
Chickamauga GA

April 2010 – May 2013 – Part Time
Homescape Pros
Ringgold GA

MILITARY: None

MARITAL STATUS: Single

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: DANIEL LEE SARTIN

HOURLY RATE: \$16.18

SEX/AGE: Male/25

EDUCATION: May 2011 Graduate
Murray County High School
Chatsworth GA

WORK: April 2013 – December 2018
Mohawk Industries
Chatsworth GA

November 2012 – April 2014
K & S Communications
Dalton GA

August 2011 – March 2012
Kroger
Dalton GA

MILITARY: None

MARITAL STATUS: Married

William C Cason III
Chief of Police
www.daltonpd.com
www.cityofdalton-ga.gov/police



Public Safety Commission

Terry Mathis
Keith Whitworth
Bill Weaver
Kenneth E. Willis
Anthony Walker

DALTON POLICE DEPARTMENT

301 Jones Street, Dalton, Georgia 30720
Phone: 706-278-9085 • Fax: 706-272-7905

During Spring Break, Explorer Timothy Kittle was with his family in Myrtle Beach for vacation. While traveling on Highway 17 in Myrtle Beach, Timothy and his family witnessed a motor vehicle crash involving a car and motorcycle. After the crash occurred, Timothy and his family overheard a male subject ask if anyone knew CPR. Timothy's mother had recently completed CPR training and went to assist a female passenger from the motorcycle. Timothy went to assist the male driver from the motorcycle. Timothy noticed that the male's leg was broken in several places and that the male was losing a lot of blood from the injury. Timothy then ran to his vehicle and located a pair of headphones and began to utilize them as a tourniquet around the injured leg. Timothy was then provided a t-shirt from another bystander and was able to use it to assist as a secondary tourniquet. During his training as a Dalton Police Explorer, Timothy had completed "Stop the Bleed" training and learned how to correctly apply a tourniquet and the importance of controlling severe bleeding.

The quick thinking, willingness to act and lifesaving efforts Explorer Timothy Kittle provided during this incident contributed greatly to the motorcycle driver surviving his injuries. Timothy's actions in this situation demonstrate his true compassion for the safety of others. In recognition of his actions, The Dalton Police Department would like to thank Explorer Timothy Kittle and in present him with a lifesaving award from the Dalton Police Department.

Submitted by:
David Saylor
Explorer Post Commander
Traffic Enforcement Unit/Crash Reconstructionist

Thank you,

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

Cliff Cason
Chief of Police
Dalton Police Department

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Bill Weaver
Keith Whitworth
Terry Mathis
Kenneth E. Willis
Anthony Walker

May 28, 2019

Chairman Bill Weaver

Public Safety Commission

Greetings,

I am making a recommendation for the promotion of Captain Alan Ridley to the rank of Battalion Chief. This promotion will fill the vacancy left by the promotion of Battalion Chief Mike Russell. Captain Ridley has met the required pre-requisites set forth for Battalion Chief.

Captain Ridley was employed with the Dalton Fire Department in April 1999. Since that time Alan has progressed through the ranks within the department. He has been serving as captain on C shift since October 2015. He has been an officer in the department since 2007 when he was promoted to the rank of lieutenant. Since becoming an officer, Captain Ridley has demonstrated his competence in all phases of supervision and management. He works hard to motivate, train, and prepare his subordinates to better serve the citizens of Dalton.

I would appreciate your support in recognizing Captain Alan Ridley with a promotion to the rank of Battalion Chief.

Thank you all for your consideration.

Todd Pangle

Chief

DALTON FIRE DEPARTMENT

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

404 School Street
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PUBLIC SAFETY COMMISSION
Bill Weaver
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May 28, 2019

Chairman Bill Weaver

Public Safety Commission

Greetings,

I am making a recommendation for the promotion of Lieutenant Damion Epps to the rank of captain. This promotion will fill the vacancy left by the promotion of Captain Alan Ridley. Lieutenant Epps has met the required pre-requisites set forth for captain.

Lieutenant Epps was employed with Dalton Fire Department in March 1999. Since that time he has progressed through the ranks within the department. He has been serving as a lieutenant on B shift since November 2007. During his tenure with the department he has attended numerous classes on tactics, leadership, and management. He has also participated as a member of the Georgia Search and Rescue, and he is a car seat technician instructor. Lieutenant Epps is an emergency medical technician, as well as a basic life support instructor. He currently serves the department as a fire investigator- arson level 2. During his time as a lieutenant he has, on numerous occasions, filled in both as captain and shift commander in their absence.

I would appreciate your support in recognizing Lieutenant Damion Epps with a promotion to the rank of captain.

Thank you all for your consideration.

Todd Pangle

Chief

DALTON FIRE DEPARTMENT

TODD PANGLE

Fire Chief

Telephone 706-278-7363

Fax 706-272-7107

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PUBLIC SAFETY COMMISSION

Bill Weaver

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May 28, 2019

Chairman Bill Weaver

Public Safety Commission

Greetings,

I am making a recommendation for the promotion of Instructor Robbie Townsend to the rank of lieutenant. This promotion will fill the vacancy left by the promotion of Lieutenant Damion Epps. Instructor Townsend has met the required pre-requisites set forth for the rank of lieutenant.

He was employed with Dalton Fire Department in March 2008. Since his appointment to the Training Division, Instructor Townsend has exhibited excellence in the performance of his assigned duties. Instructor Townsend has worked well beyond expectations during the delivery of: recruit class 2017-02, mayday training at the Underwood Circle acquired structures, company officer development, oriented search, firefighter survival, engine company operations, and numerous other programs. Most recently, he provided outstanding support as an adjunct instructor during the 120 hour rope rescue technician course. Throughout his appointment, Instructor Townsend has performed above expectations while continuing to learn more about the Training Division, interpersonal dynamics, and teambuilding strategies. In addition, his passion for the job and thirst for knowledge are second to none. Prior to his appointment into training, he served as a firefighter 3 on C shift where he had multiple opportunities to fill in as lieutenant.

I would appreciate your support in recognizing Instructor Robbie Townsend with a promotion to the rank of lieutenant.

Thank you all for your consideration.

Todd Pangle

Chief

DALTON FIRE DEPARTMENT

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

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May 28, 2019

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Public Safety Commission

Greetings,

On March 18, 2019 we were dispatched to a report of a male patient that had fallen from a treadmill while exercising. While responding, our unit was advised that the patient suffering from an apparent cardiac arrest and that CPR was in progress. When our personnel arrived to the patient, two citizens were found performing CPR while the other had applied an automatic external defibrillator. Our personnel then took over CPR and care for the patient. Prior to loading the patient on the ambulance to be transported, the patient regained a pulse and was breathing on his own. After some time in the hospital, and some procedures, he was able to return back to working out in approximately ten days.

Dalton Fire Department feels the actions and quick response of the three gentlemen to provide basic life support directly contributed to a positive outcome for this patient. It is for this reason that we would like to show our gratitude for their exemplary performance that speaks to their character, professionalism, and dedication to our community.

Dr. Kudzai Chikwava
Mr. Kyle Owen
Mr. Thomas Morrison

Todd Pangle

Chief

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
APRIL 23, 2019

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

AGENDA APPROVAL

On the motion of Commissioner Mathis, second Commissioner Willis, the Public Safety Commission's Agenda was approved as presented. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of March 26, 2019. On the motion of Commissioner Mathis, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for March 2019

Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of March, 2019. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 21.47% when compared to the same month in 2018. Chief Cason further reported 139 non-private property crashes and stated injury crashes increased from February 2018.

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

Financial Statistics for March 2019

Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of March, 2019. Chief Cason reported that the department expended 20.7% of their 2019 budget and are 4.29% under budget for the year.

On the motion of Commissioner Mathis, 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.

Policy Revision March, 2019

Chief Cliff Cason asked the Commission to table the Police Department's Police Revision Reviews for March, 2019. On the motion of Commissioner Mathis, second Commissioner Walker, the Commission tabled the item discussing all Policy Revision Reviews for March, 2019. The vote was unanimous in favor.

FIRE DEPARTMENT

Monthly Statistical Report – March 2019

Fire Chief Todd Pangle presented the March, 2019 Statistical Report to the Commission. Chief Pangle outlined details of the complete report that included the Incident Type Report, Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, Engine Company Pre-Plan Updates, and the Inspection Summary.

On the motion of Commissioner Willis, second Commissioner Walker, the Commissioners approved the March, 2019 Statistical Report for the Fire Department. A copy of the report is a part of these minutes. The vote was unanimous in favor.

Monthly Financial Report – March 2019

Fire Chief Todd Pangle presented the Financial Report for the month of March, 2019 to the Commission. Chief Pangle stated the department is 2.7% under budget for the month and on track for the end of the year.

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

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Willis, the meeting was adjourned at 9:32 a.m.

Bill Weaver, Chairman

ATTEST:

Terry Mathis, Secretary

2019 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY MAY 28, 2019

M&C MONDAY JUNE 3, 2019

(3) 2019 ALCOHOL APPLICATION(S)

1. Business Owner: H&R Dalton, Inc.
d/b/a: H&R Dalton, Inc.
Applicant: Kamran Hameed
Business Address: 1704 Abutment Rd.
Type: Package Beer, Package Wine
Disposition: **New**

2. Business Owner: Sol De Mayo, LLC
d/b/a: Sol De Mayo
Applicant: Karina Cervantes
Business Address: 825 Chattanooga Ave, Suite 11
Type: Pouring Wine
Disposition: **License Addition**

3. Business Owner: Cacao Dominican Restaurant, Inc.
d/b/a: Cacao Dominican Restaurant
Applicant: Marisol Figueroa
Business Address: 702 5th Avenue
Type: Pouring Liquor, Pouring Wine
Disposition: **License Addition**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 28, 2019**

SUMMARY OF DATA AND CRIME STATISTICS FOR APRIL 2019

General

There were 117 Part 1 crimes reported in April 2019 versus 85 in April of 2018. April 2019 had approximately 52% more larcenies than the same time in 2018. Approximately 37.5% of the larcenies in April 2019 were shopliftings. In April 2019 there were three more aggravated assaults than in 2018. Year-to-date Part 1 crimes are down 9.25% from 2018.

DALTON POLICE DEPARTMENT CRIME STATISTICS												
Part I Offenses	INCIDENTS				CLEARANCES				ARRESTS			
			2019	2018			2019	2018			2019	2018
	4/19	4/18	YTD	YTD	4/19	4/18	YTD	YTD	4/19	4/18	YTD	YTD
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	1	6	2	1	1	9	1	0	0	0	0
Robbery	0	3	2	7	0	0	1	6	0	0	1	6
Aggravated Assault	6	3	14	12	5	1	17	9	3	1	13	8
Burglary	10	10	35	51	1	5	6	11	1	3	6	9
Larceny - Theft	96	63	300	314	39	36	151	125	36	30	132	103
Motor Vehicle Theft	3	4	16	22	2	0	10	7	2	0	7	1
Arson	0	1	0	3	0	0	0	1	0	0	0	1
PART I SUBTOTAL	117	85	373	411	48	43	194	160	42	34	159	128

Part 2 Offenses	Total
Warrant Served	76
Controlled Substance Offenses	59
Traffic Offense	48
Battery/Assault - Non-aggravated	38
Destruct/Damage/Vandalize Property	38
Public Peace Violations	38
Trespass of Real Property	37
Code Violation	35
Forgery/Fraud	30
Obstruction	30

Controlled substance offenses decreased by approximately 32.18% in April 2019 when compared to March 2019. Non-aggravated assaults decreased by approximately 7.32% in April 2019 when compared to March 2019. Calls for service increased by 6.07% when compared to 2018.

	April 2019	April 2018
Calls for Service	3,409	3,214
Traffic Crashes	126	117
Citations	995	1,105

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 28, 2019**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2015-2019

April 2019

	2015	2016	2017	2018	2019	TREND
Part I Crimes YTD	439	391	416	411	373	
Homicides	1	0	0	0	0	
Rape	8	7	6	2	6	
Robbery	1	8	6	7	2	
Aggravated Assault	16	20	25	12	14	
Violent Crime Totals	26	35	37	21	22	
Burglary	55	45	45	51	35	
Larceny-Theft	336	294	301	314	300	
Motor Vehicle Theft	22	15	32	22	16	
Arson	0	2	1	3	0	
Property Crime Totals	413	356	379	390	351	
Violent Crime Clearance	77%	83%	76%	76%	123%	
Property Crime Clearance	42%	38%	38%	37%	48%	
Part I Arrests	159	132	149	128	159	
Citations	3,868	5,167	4,161	4,386	4,849	
Calls for Service	13,471	15,333	13,268	13,486	15,549	
Traffic Crashes	426	456	468	471	492	

Analysis

In the year-to-date 2019 there have been 373 Part 1 crimes reported versus 411 in 2018 which shows an approximate decrease of 9.25%. There have been 2 robberies reported YTD, which is a decrease of approximately 71.43% when compared to 2019. Burglaries show a decrease of 31.37% when compared to 2018 statistics.

There have been 22 violent crimes reported 2019 YTD compared to 21 reported violent crimes YTD 2018. Year-to-date property crimes have shown a decrease of approximately 10% when compared to 2018 YTD statistics.

Based on the statistics from the previous 5 years, property crime numbers are lower than the normal range for year-to-date statistics in April based on the past five years. Year-to-date violent crime numbers are also lower than the normal range based on the past five years.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 28, 2019**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2019	2018			2019	2018			2019	2018
	4/19	4/18	YTD	YTD	4/19	4/18	YTD	YTD	4/19	4/18	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	1	6	2	1	1	9	1	0	0	0	0
Robbery	0	3	2	7	0	0	1	6	0	0	1	6
Aggravated Assault	6	3	14	12	5	1	17	9	3	1	13	8
Burglary	10	10	35	51	1	5	6	11	1	3	6	9
Larceny - Theft	96	63	300	314	39	36	151	125	36	30	132	103
Motor Vehicle Theft	3	4	16	22	2	0	10	7	2	0	7	1
Arson	0	1	0	3	0	0	0	1	0	0	0	1
PART I SUBTOTAL	117	85	373	411	48	43	194	160	42	34	159	128
Part II Offenses												
Other Assaults - not agg.	38	27	143	104	30	13	107	62	26	12	84	52
Forgery/Counterfeiting	7	7	45	34	5	8	20	21	5	5	18	17
Fraud	26	30	101	99	7	19	34	33	7	13	31	27
Embezzlement	1	2	3	8	1	2	4	6	0	1	1	4
Stolen Property	3	3	8	10	2	1	5	7	2	1	5	6
Vandalism	39	37	134	129	10	17	41	31	9	14	31	27
Weapons Violations	2	7	20	20	6	8	20	21	6	8	11	20
Commercial Sex	0	0	0	2	0	0	0	2	0	0	0	2
Other Sex Offenses	6	4	21	22	1	4	9	11	0	0	2	1
Drug Sales	4	19	30	51	14	24	51	76	13	24	50	76
Drug Possession	47	74	213	233	71	70	251	235	70	70	249	234
Gambling	0	0	1	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	2	1	16	12	1	1	11	7	1	1	10	6
Liquor Violations	13	5	27	25	8	4	20	24	8	4	20	24
Drunkenness	14	10	35	35	14	10	34	35	14	10	34	35
Other Disorderly Conduct	25	20	107	72	12	11	66	33	12	10	59	29
Curfew Violations	2	3	9	14	5	4	17	8	5	4	17	7
All Other Offenses	293	282	1137	1066	241	256	940	876	238	247	922	850
DUI	17	20	61	61	17	19	62	56	17	19	62	56
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	539	551	2111	1997	445	471	1692	1544	433	443	1606	1473
PART I AND II TOTAL	656	636	2484	2408	493	514	1886	1704	475	477	1765	1601
Crashes			2019	2018	Enforcement						2019	2018
	4/19	4/18	YTD	YTD					4/19	4/18	YTD	YTD
Public Roadway	126	117	492	471					628	650	2,874	2,817
									Citations			
									Warnings			
911 Calls	3,409	3,214	15,549	13,486					Totals			
									995	1,105	4,849	4,386

Summary of Significant Events for April 2019

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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19-002611	Suicide Attempt	1116 Willowdale Rd
<p>A male subject jumped from the second story ledge due to a fight with his girlfriend. He had stated that he wanted to kill himself. The subject was transported by EMS with a possible broken left leg.</p>		

19-002619	Burglary	700 Vernon Ave
<p>The complainant reported a burglary to her residence. She stated that it was possible going to be an ex-roommates son. The complainant advised jewelry, clothing, and approximately \$1500 was taken from the residence.</p>		

19-002621 Entering Auto 6 Brothers Ln
The complainant reported that her vehicle was entered and items removed from it unlawfully.

19- 002641	Burglary	701 Chattanooga Ave
<p>Officers responded to the Hamilton House in reference to a burglary alarm. Upon arrival, it was discovered that the back door of the building had been forced open. A responsible party for the location arrived and advised it appeared money was stolen from a vase. Fingerprints were lifted from the vase. The case is currently active.</p>		

19-002687	Theft-Auto	815 Shugart Road
<p>The complainant reported the theft of his vehicle by an acquaintance. The complainant advised he left the keys in the car, along with the acquaintance, while he was returning a gift. The complainant advised when he returned the car and the acquaintance was gone. He also advised this is the 5th time the acquaintance has stolen the car.</p>		

19-002699	Recovered Vehicle	N Glenwood Ave & E Waugh St
<p>A red Hyundai Accent was stopped and was occupied by five juveniles under 14 years of age, including the driver. The smell of marijuana was detected and a search was conducted. No contraband was located. The vehicle returned stolen from Columbus, Ga. The driver gave various accounts to how she obtained the vehicle. She was charged with theft by receiving, curfew, and several traffic offenses. She was turned over to DFACS per juvenile court. The other juveniles were cited for curfew and released to parents.</p>		

19-002733	Burglary	1706 Underwood St
<p>The complainant reported her home was broken into overnight. There were signs of forced entry to a rear window, but no foot or hand prints were observed. The complainant advised the items taken were a necklace, cash, and a television. When asked about suspect information the female changed her mind about filing a report and would not provide information of a male subject who had access to the home.</p>		

19-002744	Weapon Offense	319 N Hamilton St
<p>Officers responded to the Conductor's bar in reference to a male subject in the roadway who had fired shots from a handgun. All parties involved left the area prior to officers' arrival. It was determined that the male subject approached people who were stopped in the middle of the road with a handgun drawn. Witnesses then heard one shot fired. A defect was located in the asphalt in the area where the subjects were standing along with a 9mm shell casing. Attempts to locate the male subject were unsuccessful.</p>		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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19-002786 Shoplifting 835 Shugart Rd
Loss prevention reports the theft of several hundred dollars in merchandise from the store. The suspects were three females and they arrived in some sort of SUV. The case remains under investigation at this time.

19-002869 Aggravated Assault 319 N Hamilton St
The complainant was hit by two different subjects while at the Conductor's bar. One of the suspects struck the complainant in the head with a beer mug. The offenders fled and were not located. This case is currently active.

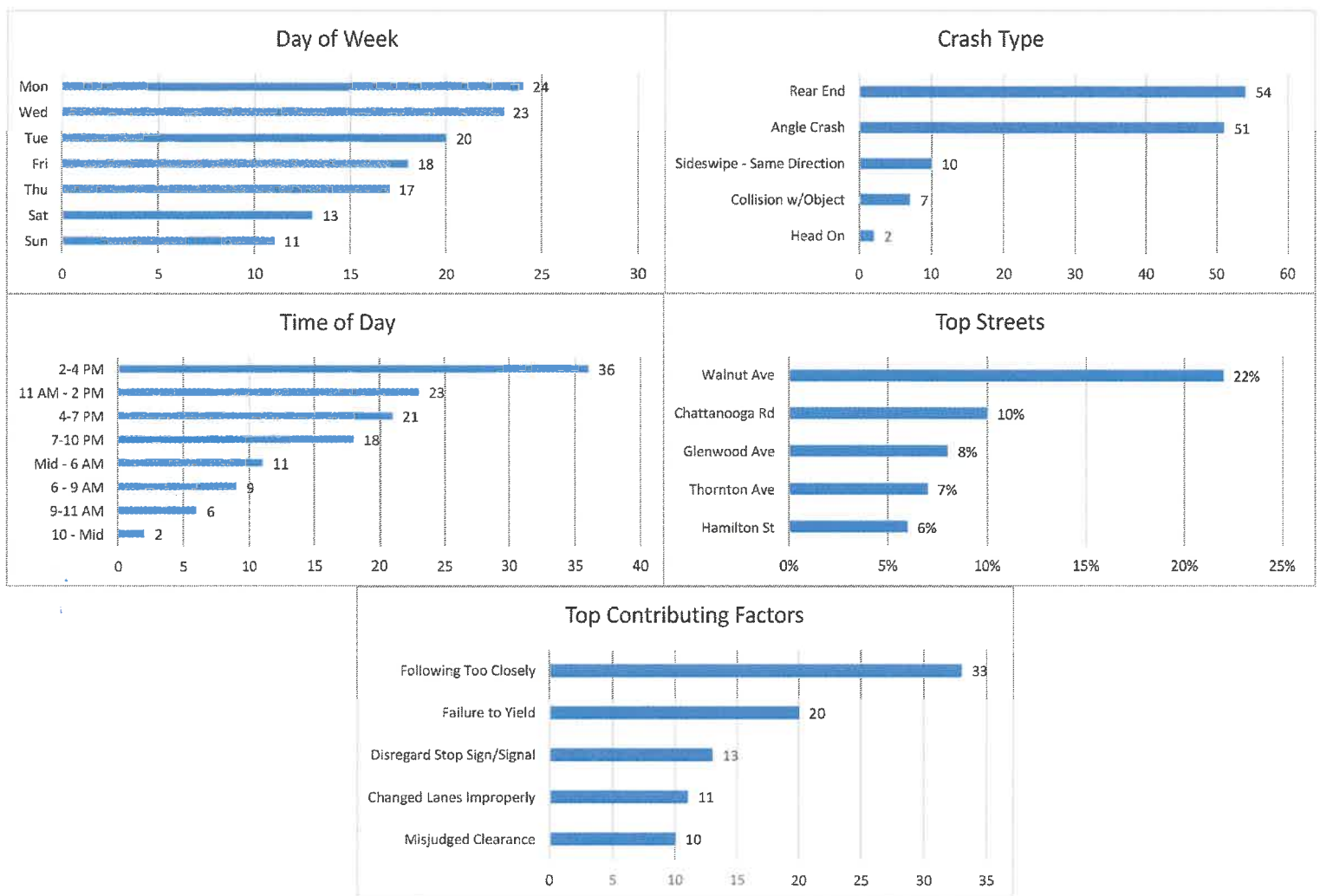
19-002908 Aggravated Assault 411 Meeting St
The complainant reported her ex-boyfriend came to her apartment and assaulted her while she was laying in the bed. She advised they struggled several different times before she was able to flee to her friend's apartment. The two then relocated to the ER for evaluation.

19-002965 Disturbance 609 S. Thornton Ave
Officers responded to the Budgetel in reference to a female yelling and cursing at others in the area. Upon arrival, officers found a female lying in the middle of the parking lot screaming. She was told to get up by officers who observed her to be intoxicated and continued to yell. Officers attempted to place the female under arrest and she began to kick the officers. She was eventually taken into custody and transported to jail.

DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING MAY 28, 2019

April 2019 Crash Statistics

In April 2019 there were 126 non-private property crashes reported. Injury crashes and injuries decreased from March 2019. There were no serious injuries reported in April 2019. Rear end and angle crashes were the most prevalent during April 2019. Following too close was the leading contributing factor in non-injury crashes. Following too close was the leading contributing factor for injury crashes. Walnut Ave and Glenwood Ave were the roadways where the majority of the crashes occurred. In April 2019 approximately 20% of all crashes in the city occurred on Walnut Ave. In April 2019, Shugart Rd and Walnut Ave were the roadways with the most injury crashes.



126 Crashes Reported in April 2019

- There were 13 less crashes in April 2019 than in March 2019.
 - 26 Crashes reported in which injuries occurred.
 - That is one injury crash for every 4.8 crashes reported.
 - Multiple injuries were reported in 5 crashes.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MAY 28, 2019**

- **Total Injuries Reported**
 - 36 injuries were reported.
 - 0 serious injuries were reported.
 - 0 fatalities were reported.

Top 5 Streets

- Walnut Avenue
 - 25 Total Crashes
 - 19.84 % of Total Crashes
 - 11.54 % of Injuries Reported (3 Injuries Reported on the Roadway)

- Glenwood Ave
 - 9 Total Crashes
 - 7.14 % of Total Crashes
 - 0 % of Injuries Reported (0 Injuries Reported on this Roadway)

- Chattanooga Rd/N Bypass
 - 8 Total Crashes
 - 6.35 % of Total Crashes
 - 19.23 % of Injuries Reported (5 Injuries Reported on this Roadway)

- Shugart Rd
 - 7 Total Crashes
 - 5.56 % of Total Crashes
 - 23.08 % of Injuries Reported (6 Injuries Reported on the Roadway)

- Hamilton St
 - 4 Total Crashes
 - 3.17 % of Total Crashes
 - 0 % of Injuries Reported (0 Injuries Reported on the Roadway)

Crashes Involving DUI

- 5 Reported Crashes involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

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- 13 Crashes Reported with Distracted or Inattentive Driver

Crashes Involving Drivers Following One Another Too Closely

- 33 Crashes Reported involving Following Too Closely

Crashes by Type

- Rear End 54 / 42.86%
- Angle Crash 51 / 40.48%
- Sideswipe – Same Direction 10 / 7.94%
- Non-Vehicle 7 / 5.56
- Head On 2 / 1.59%
- Sideswipe – Opposite Direction 2 / 1.59%

Days of the Week

- 24 crashes occurred on Mondays
- 20 crashes occurred on Tuesdays
- 23 crashes occurred on Wednesdays
- 17 crashes occurred on Thursdays
- 18 crashes occurred on Fridays
- 13 crashes occurred on Saturdays
- 11 crashes occurred on Sundays

Time of Day

- 0000- 0559-11
- 0600-0859-9
- 0900-1059-6
- 1100-1359-23
- 1400-1559-21
- 1600-1859-36
- 1900-2159-18
- 2200-2359-2

Top Contributing Factors

- Following Too Closely: 33 (26.19 % of all crashes)
- Failure to Yield: 20 (15.87 % of all crashes)
- Disregard Stop Sign/Signal: 13 (10.32 % of all crashes)
- Changed Lanes Improperly: 11 (8.73 % of all crashes)
- Misjudged Clearance: 10 (7.94 % of all crashes)

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Based on the crash data from March 2019, Selective Enforcement Details were conducted in the following areas in April 2019:

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

There were 14 total Enforcement Details conducted in April 2019, resulting in 105 total violations being identified.

Comparing the crash data compiled and the enforcement activities conducted for the month of April 2019, details will be conducted in April 2019 in the following areas:

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

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING

May 28, 2019

SUMMARY OF THE FINANCIAL STATISTICS FOR APRIL 2019

The police department budget is on track for FY 2019, and at the time of this report we have expended approximately 28.5% of our 2019 budget. We are currently 4.8% under budget for the year.

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

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
141501 PD ADMINISTRATION							
141501 000010 SALARIES-REGULAR	448,140	-36,569	411,571	112,157.88	.00	299,413.12	27.3%
141501 000011 SALARIES OVERTIME	2,600	-13,985	1,615	31.13	.00	1,583.87	1.9%
141501 000017 RAISE POOL - GROS	13,700	-13,700	0	.00	.00	.00	.0%
141501 000020 FICA	34,470	-3,152	31,318	9,328.02	.00	21,989.98	29.8%
141501 000030 PENSION	7,100	-2,426	4,674	1,705.96	.00	2,968.04	36.5%
141501 000032 PENSION - DB PLAN	181,400	3,615	185,015	53,758.93	.00	131,256.07	29.1%
141501 000040 HOSPITALIZATION I	63,600	-11,000	52,600	11,889.72	.00	40,710.28	22.6%
141501 000045 RE LIFE & DISABIL	2,575	-211	2,364	725.03	.00	1,638.97	30.7%
141501 000046 RAISE POOL - BENE	4,630	-4,630	0	.00	.00	.00	.0%
141501 000050 GENERAL INSURANCE	104,280	0	104,280	800.00	.00	103,480.00	.8%
141501 000060 WORKER COMPENSATI	5,630	0	5,630	2,815.00	.00	2,815.00	50.0%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	.00	.00	5,000.00	.0%
141501 000110 TELEPHONE	45,000	0	45,000	12,013.98	.00	30,591.73	32.0%
141501 000120 TRAINING EXPENSES	20,450	0	20,450	1,418.02	.00	19,031.98	6.9%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	155.11	.00	1,844.89	7.8%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	2,261.69	.00	6,738.31	25.1%
141501 000150 PRINTING	4,000	0	4,000	1,333.00	417.50	2,249.50	43.8%
141501 000160 POSTAGE	3,000	0	3,000	1,859.50	.00	1,140.50	62.0%
141501 000360 LEGAL FEES	15,000	0	15,000	2,150.00	.00	12,850.00	14.3%
141501 000410 GAS & OIL	5,800	0	5,800	576.44	.00	5,223.56	9.9%
141501 000440 SUPPLIES	800	0	800	.00	.00	800.00	.0%
141501 000450 CLEANING ALLOWANC	1,700	0	1,700	149.00	.00	1,551.00	8.8%
141501 000455 CLOTHING ALLOWANC	2,400	-600	1,800	.00	.00	1,800.00	.0%
141501 001010 OFFICE SUPPLIES	1,500	0	1,500	473.56	.00	1,026.44	31.6%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	90,398.47	469.20	66,172.33	57.9%
141501 001300 MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%
141501 001410 DUES/FEES/SUBSCRI	4,400	0	4,400	1,224.00	.00	3,176.00	27.8%
141501 001665 RADIO SUBSCRIBER	22,460	0	22,460	21,561.60	.00	898.40	96.0%
141501 001990 MISCELLANEOUS	2,000	0	2,000	6.00	.00	1,994.00	.3%
141501 003226 CUSTODY OF PRISIO	140,000	0	140,000	32,062.68	.00	107,937.32	22.9%
TOTAL PD ADMINISTRATION	1,311,675	-69,658	1,242,017	360,854.72	3,280.99	877,881.29	29.3%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 PD PATROL							
141503 000010 SALARIES-REGULAR	3,287,945	100,800	3,388,745	928,679.71	.00	2,460,065.29	27.4%
141503 000011 SALARIES OVERTIME	71,420	3,100	74,520	25,631.85	.00	48,888.15	34.4%
141503 000017 RAISE POOL - GROS	103,900	-103,900	0	.00	.00	.00	.0%
141503 000019 REIMB - CDBG	0	0	0	-676.03	.00	676.03	100.0%
141503 000020 FICA	257,120	5,680	262,800	78,314.37	.00	184,485.63	29.8%
141503 000030 PENSION	126,460	1,100	127,560	33,671.21	.00	93,888.79	26.4%
141503 000032 PENSION - DB PLAN	305,135	26,080	331,215	114,355.73	.00	216,859.27	34.5%
141503 000040 HOSPITALIZATION I	510,910	0	510,910	149,265.97	.00	361,644.03	29.2%
141503 000045 EE LIFE & DISABIL	19,420	540	19,960	5,485.08	.00	14,474.92	27.5%
141503 000046 RAISE POOL - BENE	33,400	-33,400	0	.00	.00	.00	.0%
141503 000060 WORKER COMPENSATI	51,490	0	51,490	25,745.00	.00	25,745.00	50.0%
141503 000120 TRAINING EXPENSES	95,000	0	95,000	39,758.74	2,684.00	52,557.26	44.7%
141503 000130 VEHICLE EXPENSES	115,500	0	115,500	38,440.89	1,175.51	75,883.60	34.3%
141503 000400 EQUIPMENT MAINT &	12,500	0	12,500	600.91	170.00	11,729.09	6.2%
141503 000410 GAS & OIL	173,990	0	173,990	29,762.71	.00	144,227.29	17.1%
141503 000440 SUPPLIES	5,500	0	5,500	552.52	.00	4,947.48	10.0%
141503 000450 CLEANING ALLOWANC	10,000	0	10,000	2,270.00	.00	7,730.00	22.7%
141503 000460 UNIFORMS	61,000	0	61,000	12,139.77	473.28	48,386.95	20.7%
141503 001010 OFFICE SUPPLIES	3,000	0	3,000	506.55	190.04	2,303.41	23.2%
141503 001300 MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%
141503 001410 DUES/FEE/SUBSCRI	3,750	0	3,750	310.00	.00	3,440.00	8.3%
141503 001660 COMMUNICATION EQU	2,500	0	2,500	.00	.00	2,500.00	.0%
141503 001990 MISCELLANEOUS	5,000	0	5,000	292.00	.00	4,708.00	5.8%
141503 039980 CAPITAL OUTLAY <	26,420	0	26,420	1,740.00	870.00	23,810.00	9.9%
TOTAL PD PATROL	5,283,360	0	5,283,360	1,486,846.98	5,562.83	3,790,950.19	28.2%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 PD CRIMINAL INVESTIGATION DIV							
141504 000010 SALARIES-REGULAR	776,290	73,919	850,209	274,551.55	.00	575,657.45	32.3%
141504 00011 SALARIES OVERTIME	32,540	1,835	34,375	4,148.56	.00	30,226.44	12.1%
141504 00017 RAISE POOL - GROS	24,500	-24,500	0	.00	.00	.00	.0%
141504 00020 FICA	61,840	5,252	67,092	21,761.59	.00	45,330.41	32.4%
141504 00030 PENSION	13,025	2,841	15,866	4,954.39	.00	10,911.61	31.2%
141504 00032 PENSION - DB PLAN	321,510	6,000	327,510	99,815.74	.00	227,694.26	30.5%
141504 00040 HOSPITALIZATION I	117,850	11,000	128,850	43,305.46	.00	85,544.54	33.6%
141504 00045 EE LIFE & DISABIL	4,580	411	4,991	1,374.58	.00	3,616.42	27.5%
141504 00046 RAISE POOL - BENE	7,700	-7,700	0	.00	.00	.00	.0%
141504 00060 WORKER COMPENSATI	12,145	0	12,145	6,072.50	.00	6,072.50	50.0%
141504 00120 TRAINING EXPENSES	42,110	0	42,110	8,559.56	.00	33,550.44	20.3%
141504 00130 VEHICLE EXPENSES	7,000	0	7,000	1,231.69	-123.54	5,891.85	15.8%
141504 00040 EQUIPMENT MAINT. &	1,500	0	1,500	139.09	170.00	1,190.91	20.6%
141504 00041 GAS & OIL	19,390	0	19,390	3,473.11	.00	15,916.89	17.9%
141504 00040 SUPPLIES	3,000	0	3,000	389.24	114.21	2,496.55	16.8%
141504 00045 CLEANING ALLOWANC	4,000	0	4,000	588.00	.00	3,412.00	14.7%
141504 00045 CLOTHING ALLOWANC	8,400	600	9,000	.00	.00	9,000.00	.0%
141504 00101 OFFICE SUPPLIES	4,000	0	4,000	887.73	.00	3,112.27	22.2%
141504 00130 MEALS	4,700	0	4,700	.00	.00	4,700.00	.0%
141504 00141 DUES/FEES/SUBSCRI	2,860	0	2,860	884.00	.00	1,976.00	30.9%
141504 00150 PURCHASE EVIDENCE	30,000	0	30,000	12,020.00	.00	17,980.00	40.1%
141504 00160 COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 00190 MISCELLANEOUS	5,000	0	5,000	421.00	.00	4,579.00	8.4%
141504 03980 CAPITAL OUTLAY <	5,445	0	5,445	2,786.86	.00	2,658.14	51.2%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,506,885	69,658	1,576,543	487,364.65	160.67	1,089,017.68	30.9%

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141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	558,335	4,500	562,835	143,179.88	.00	419,655.12	25.4%
141507 000011 SALARIES OVERTIME	5,880	12,500	6,380	915.85	.00	5,464.15	14.4%
141507 000012 SALARIES-PART TIM	0	12,000	12,000	4,298.72	.00	7,701.28	35.8%
141507 000017 RAISE POOL - GROS	17,000	-17,000	0	.00	.00	.00	.0%
141507 000020 FICA	43,140	950	44,090	11,955.10	.00	32,134.90	27.1%
141507 000030 PENSION	15,040	190	15,230	2,421.36	.00	12,808.64	15.9%
141507 000032 PENSION - DB PLAN	149,840	4,370	154,210	50,810.53	.00	103,399.47	32.9%
141507 000040 HOSPITALIZATION I	97,150	0	97,150	21,221.35	.00	75,928.64	21.8%
141507 000045 EE LIFE & DISABIL	3,150	90	3,240	828.17	.00	2,411.83	25.6%
141507 000046 RAISE POOL - BENE	8,470	-5,600	0	.00	.00	.00	.0%
141507 000060 WORKER COMPENSATI	5,600	0	5,600	4,232.50	.00	4,237.50	50.0%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	3,709.05	250.00	38,040.95	9.4%
141507 000130 VEHICLE EXPENSES	2,000	0	2,000	125.28	.00	1,874.72	6.3%
141507 000330 UTILITIES	45,500	0	45,500	14,618.92	.00	30,881.08	32.1%
141507 000410 GAS & OIL	7,300	0	7,300	903.97	.00	6,396.03	12.4%
141507 000440 SUPPLIES	3,400	0	3,400	611.22	147.50	2,241.28	25.3%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	230.50	.00	2,169.50	9.6%
141507 000455 CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
141507 000460 UNIFORMS	4,000	0	4,000	1,319.93	.00	2,680.07	33.0%
141507 001010 OFFICE SUPPLIES	2,500	0	2,500	486.17	.00	2,013.83	19.4%
141507 001300 MEALS	500	0	500	.00	.00	500.00	.0%
141507 001410 DUES/FEES/SUBSCRI	2,100	0	2,100	689.88	.00	1,410.12	32.9%
141507 001415 CREDIT CARD & BAN	600	0	600	50.79	.00	549.21	8.5%
141507 001610 APPLICANT TESTING	6,500	0	6,500	3,204.60	15.00	3,280.40	49.5%
141507 001880 COMMUNITY SERVICE	12,500	0	12,500	2,004.76	.00	10,495.24	16.0%
141507 001990 MISCELLANEOUS	1,500	0	1,500	57.48	.00	1,442.52	3.8%
141507 084725 BUILDING/GROUNDS M	109,145	0	109,145	19,457.43	626.19	89,061.38	18.4%
TOTAL PD SUPPORT SERVICES	1,145,750	0	1,145,750	287,333.45	1,038.69	857,377.86	25.2%
TOTAL GENERAL FUND - OPERATING	9,247,670	0	9,247,670	2,622,399.80	10,043.18	6,615,227.02	28.5%
TOTAL EXPENSES	9,247,670	0	9,247,670	2,622,399.80	10,043.18	6,615,227.02	
GRAND TOTAL	9,247,670	0	9,247,670	2,622,399.80	10,043.18	6,615,227.02	28.5%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-3,057.00	.00	-56,943.00	5.1%
210001 361100 JUSTI INTEREST JUS	-30	0	-30	.00	.00	-30.00	.0%
210001 361100 STATE INTEREST EAR	-600	0	-600	-295.12	.00	-304.88	49.2%
210001 361100 TREAS INTEREST TRE	-30	0	-30	-66.32	.00	36.32	221.1%
TOTAL REVENUES	-100,660	0	-100,660	-3,418.44	.00	-97,241.56	3.4%

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	30,000	0	30,000	2,895.90	.00	27,104.10	9.7%
210415 000370 STATE COURT COSTS	12,500	0	12,500	556.80	.00	11,943.20	4.5%
210415 001990 JUSTI MISCELLANEOU	200	0	200	.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	36.00	.00	6,114.00	.6%
210415 001990 TREAS MISCELLANEOU	400	0	400	.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	4,832.92	.00	21,547.08	18.3%
210415 021910 TREAS COMMUNICATIO	100	0	100	.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	1,000	0	1,000	428.50	.00	571.50	42.9%
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL EXPENDITURES	82,730	0	82,730	8,750.12	.00	73,979.88	10.6%
TOTAL CONFISCATED ASSETS	-17,930	0	-17,930	5,331.68	.00	-23,261.68	-29.7%
TOTAL REVENUES	-100,660	0	-100,660	-3,418.44	.00	-97,241.56	
TOTAL EXPENSES	82,730	0	82,730	8,750.12	.00	73,979.88	
GRAND TOTAL	-17,930	0	-17,930	5,331.68	.00	-23,261.68	-29.7%

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DALTON POLICE DEPARTMENT
REVENUE ACCOUNT DEPOSITS
YEAR-TO-DATE

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	369097 COPIES/ CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 369099:					I. I. TASK FORCE OVERTIME	S. S. TASK FORCE OVERTIME ***	342101 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports			PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*	GRANT REIM. **	GRANT NAME				
CUM TOTALS	1,787.01	2,089.50	1,085.00	4,450.00	0.00	20.00	825.00	79.47	2,000.00	0.00	0.00	0.00	0.00	0.00	12,335.98
APRIL															
4/1/2019		30.00													80.00
4/2/2019		75.00					50.00								75.00
4/3/2019		75.00													75.00
4/4/2019		15.00	550.00												565.00
4/5/2019		45.00													45.00
4/8/2019		45.00					25.00								70.00
4/10/2019	69.00	30.00													99.00
4/11/2019		15.00			25.00										40.00
4/12/2019	230.00	15.00				5.00									250.00
4/15/2019		75.00		225.00			25.00								325.00
4/16/2019		90.00		1,300.00								80.70			1,470.70
4/17/2019		45.00					50.00								95.00
4/18/2019		30.00			50.00										80.00
4/19/2019		15.00													15.00
4/22/2019		45.00	585.00												630.00
4/23/2019		30.00													30.00
4/24/2019		45.00													45.00
4/25/199		30.00													30.00
4/26/2019								67.00							67.00
4/29/2019		30.00			25.00			32.06							87.06
4/30/2019		75.00			25.00										100.00
APRIL TOTALS	299.00	855.00	1,135.00	1,525.00	125.00	5.00	150.00	99.06	0.00	0.00	0.00	80.70	0.00	0.00	4,273.76
CUM TOTALS	2,086.01	2,944.50	2,220.00	5,975.00	125.00	25.00	975.00	178.53	2,000.00	0.00	0.00	80.70	0.00	0.00	16,609.74
JUSTICE - Federal Forfeiture Funds:			0.48												
TREASURY - Federal Forfeiture Funds:			26935.70												
State Drug Seizure Funds:			113519.80												
						GOV DEALS SALE OF ASSETS VEHICLES		4/10/2019	69.00	KYOCERA PHONE #592	GOV DEALS SALE OF ASSETS CELL PHONES				
								4/12/2019	95.00	SAMSUNG PHONE #590					
								4/12/2019	135.00	KYOCERA PHONE #593					

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2019 Starting Balance
1/31/2019		Interest Credit			122,073.56
2/4/2019	PO 21018091	Title Costs for Seized Honda Civic 18-003999	77.76		122,151.32
2/4/2019	PO 21018092	Verizon Cell Phones Nov 10 - Dec 09		18.00	122,133.32
2/4/2019	PO 21018093	DA's Office - Sanchez seizure court costs		1,484.21	120,649.11
2/4/2019	PO 21018094	Clerk's Office - Sanchez seizure court costs		10.00	120,639.11
2/4/2019	PO 21018095	Verizon Cell Phones Dec 10 - Jan 09		82.00	120,557.11
2/4/2019	PO 21019001	DA's Office - Austin seizure court costs		1,398.05	119,159.06
2/4/2019	PO 21019002	Clerk's Office - Austin seizure court costs		46.00	119,113.06
2/4/2019	PO 21019003	DA's Office - McPherson seizure court costs		82.00	119,031.06
2/4/2019	PO 21019004	Clerk's Office - McPherson seizure court costs		100.00	118,931.06
2/28/2019	PO 21018024	DA's Office - Laplume Seizure Court Costs		82.00	118,849.06
2/28/2019	PO 21018025	Clerk's Office - Laplume Seizure Court Costs		81.50	118,767.56
2/28/2019		Interest Credit	68.58	82.00	118,685.56
3/29/2019		Interest Credit	70.76		118,754.14
4/19/2019	17-005790	Webb Seizure	1,648.00		118,824.90
4/19/2019	18-004242	Austin Seizure	460.00		120,472.90
4/19/2019	18-006817	Jacobo Seizure	949.00		120,932.90
4/26/2019	PO 21019005	Embassy Suites - (3) Lodging CALEA		990.90	121,881.90
4/26/2019	PO 2019006	Verizon - Jan 10 - Feb 9 Cell Phones		1,597.76	120,891.00
4/26/2019	PO 2019007	DA's Office - Webb Seizure Court Costs		164.80	119,293.24
4/26/2019	PO 2019008	Clerk's Office - Webb Seizure Court Costs		82.00	119,128.44
4/26/2019	PO 21019009	BB&T - CALEA Conference Registrations (3)		1,905.00	119,046.44
4/26/2019	PO 21019010	Verizon - Feb 10 - Mar 9 Cell Phones		1,481.16	117,141.44
4/26/2019	PO 21019011	GT Dist - (1) Glock 45 9MM		428.50	115,660.28
4/26/2019	PO 21019012	Whitfield Co. Tax Comm - Titles for 2 seized vehicles		36.00	115,231.78
4/26/2019	PO 21019013	Verizon - Mar 10 - Apr 9 Cell Phones		1,754.00	115,195.78
4/30/2019		Interest Credit	78.02		113,441.78
					113,519.80

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2018 Starting Balance
					26,869.38
1/31/2019		Interest Credit	17.12		26,886.50
2/28/2019		Interest Credit	15.47		26,901.97
3/29/2019		Interest Credit	16.03		26,918.00
4/30/2019		Interest Credit	17.70		26,935.70

**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2018 Starting Balance
					0.48
1/31/2019		Balance			0.48
2/28/2019		Balance			0.48
3/29/2019		Balance			0.48
4/30/2019		Balance			0.48

DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-2.8
Subject News Media / Public Information			
Reference GA Code Ann. 16-6-23; 50-18-72		Revised March 27, 2018 <u>May 28, 2019</u>	
Distribution All Personnel	Re-evaluation Date March 2020 <u>2021</u>		No. Pages 6

I. Policy

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

II. Public Records

- A. Except for the restrictions cited in this policy, miscellaneous incident, arrest, and other criminal incident information on file of a routine nature are considered to be in the public domain and will be made equally available to all news media representatives.
- B. Special news releases that concern a recent event, arrest, or crime will be available to all news representatives.

III. Procedures

- A. Duties of the Public Relations Specialist.
 - 1. Distribute information to the media and employees within the agency following Dalton Police Department policies and procedures;
 - 2. Be available for on-call response to the media;
 - 3. Inform the media of major public events requiring an extended presence of Departmental personnel;
 - 4. Assist the media with covering routine stories and at the scenes of incidents;
 - 5. Coordinate release of authorized information concerning confidential investigations and operations.

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6. Coordinate and authorize the release of information about victims, witnesses, and suspects;
7. Develop positive working relationships with local media representatives by:
 - a. Establishing working guidelines;
 - b. Determining local media deadlines and help media representatives meet their deadlines; and
 - c. Preparing and distributing periodic news releases.
8. Arrange and coordinate press conference when needed.
9. Develop video and photographic records of the Department's activities.
10. Maintain communications with the public and media through electronic sources, such as the internet and social networking sites.

B. Other Personnel

1. It is important that the agency “speak with one voice” in providing accurate and consistent information. Employees should:
 - a. Direct media representatives to the Public Relations Specialist, lead investigating Officer, Incident Commander, or shift Supervisor when asked details regarding a collision, crime, or other incident;
 - b. Assist news personnel as directed by the Public Relations Specialist in covering routine stories, and at collision and incident scenes;
 - c. Not say, “no comment”;
 - d. Not speculate about liability issues or causation; and
 - e. Use secure communications methods for transmitting sensitive information.
2. Ranking Officers at crime or incident scenes may release [or approve the release of](#) factual information of a general nature to the media, as governed by this or other policies (i.e. death notifications, juveniles, [road closures](#), etc.), or if given prior approval by the Public Relations Specialist [or Chief of Police](#).

IV. **Information that shall be Released**

A. Arrestee

1. The accused's name, year of birth, residence, occupation, marital status, and other background information, except social security number.

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2. The exact charge, such as the complaint or warrant information and indictments.
3. The identities of the investigating Officers and arresting Officers and the length of the investigation.
4. The circumstances immediately surrounding the arrest, time, location, resistance or pursuit, if any, possession or use of a weapon by the suspect or Police.
5. Information necessary to obtain public assistance in apprehension of a suspect.

B. Incident Information

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

V. Information that shall not be released

- A. Opinions about a defendant's guilt or innocence.
- B. Admissions, confessions, or the contents of a statement attributed to the defendant, or a refusal to make an admission, confession, or statement.
- C. Reference to the results of investigative procedures such as fingerprints, polygraphs, ballistics or laboratory tests, wiretaps, electronic surveillance, or refusal to take requested tests.
- D. Statements concerning the identity, character, or credibility of a prospective witness.
- E. Prior criminal record of arrests without dispositions and the character of a defendant. Any requests for arrests without a disposition shall be referred to the appropriate agency.
- F. Opinions concerning evidence or argument in the case and whether it is anticipated that such evidence is essential.
- G. The identities of victims or intended victims of sex crimes, or child abuse, or related information, which would tend to lead to the victim's identification.

RESTRICTED LAW ENFORCEMENT DATA

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- H. The identity of any juvenile under the age of seventeen (17) who is a suspect or defendant in any case.
- I. The identity of any critically injured or deceased person prior to the notification of next of kin. (Exception will be when notification has been attempted but is not possible within a reasonable amount of time).
- J. Contents of suicide notes.
- K. The specific cause of death until determined by the county coroner or state medical examiner.
- L. Specifics of the crime or any information that could be known only by the guilty party.
- M. Information received from other law enforcement agencies without their concurrence in releasing said information.
- N. Suspect information, except that information deemed necessary to warn the public of the danger of an un-apprehended suspect or to assist in effecting the arrest of the suspect.
- O. Social security numbers and driver's license numbers.
- P. Supplemental reports that are the subject of a pending investigation or prosecution.
- Q. The month and date of birthdays for all subjects listed in the report.
- R. Telephone numbers.
- S. Any other records or information as outlined in the Georgia Open Records Act.

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

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

RESTRICTED LAW ENFORCEMENT DATA

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VII. **Photographs and Suspect Interviews**

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

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

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

The Public Relations Specialist will establish a news media staging area outside of the perimeter of the event and will be responsible for obtaining information from the Incident Commander and providing updates to the members of the new media.

IX. **Juveniles**

- A. Arrest reports and other information regarding the identity of persons under the age of seventeen (17) may not be released to the media, public agencies, or other unauthorized persons, except collision reports which include juveniles may be released.

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- B. Information regarding juveniles may be released to the following upon showing of proper identification:
1. The juvenile, parents or guardian, and juvenile's attorney, if ordered by juvenile court.
 2. The district attorney's office.
 3. Law enforcement agency where the juvenile resides.
 4. Juvenile court, probation, or other agencies, as set forth in OCGA 15-11-82-83.

X. **Incidents Involving Multiple Agencies**

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

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

- A. The Public Relations Specialist shall be appointed by the Chief of Police.
- B. The Chief of Police shall be notified as soon as possible regarding ongoing criminal investigations that may prompt inquiries from the news media.
- C. Only the Chief of Police, or his / her designee, is authorized to call press conferences.

XII. **Participation in Policy**

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

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-4.10
Subject Property and Evidence Policy and Procedure			
Reference		Revised July 24, 2018 <u>May 28, 2019</u>	
Distribution All Personnel	Re-evaluation Date July 2020 <u>April 2021</u>		No. Pages 21

I. Policy

It is the policy of the Dalton Police Department to receive, maintain, and dispose of evidence, found property, and recovered property in a lawful and ethical manner and to be accountable for same.

It is the policy of the Dalton Police Department to require that all property acquired through the civil process function or asset forfeiture proceedings is accounted for in agency records and is disposed of as required by law.

To this end, this directive lists the types of and criteria for property and evidence storage areas; establishes a Property and Evidence Unit, staffed by Property and Evidence ~~Custodian~~ Technician(s) (~~PEG-PET~~) with enumerated duties and responsibilities; establishes procedures for the receipt, deposit, maintenance, and disposal of property and evidence; establishes record keeping requirements; and provides for inspections, audits, and inventories.

II. Definitions

- A. *Evidence* - Property which may be related to a crime or which may implicate or clear a person of a criminal charge.
- B. *Found Property* - Non-evidentiary property, which, after coming into the custody of the Department, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
- C. *Recovered Property* - Non-evidentiary property that is in the custody of the Department for temporary protection on behalf of the owner, property checked in for disposal, and property under observation or awaiting further action.
- D. Audit – A sampling of the total amount of high risk (e.g., money, precious metals, jewelry, firearms, and drugs) property records under the agency's care must be reviewed with respect to documentation and accountability.
- E. Inventory – A 100% accountability of all high risk items and additional sampling of items in general storage. An inventory shall be conducted if the audit exceeds a 4% error rate.
- F. Inspection – An inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being

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maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of properly. The inspection can be an inspection of cleanliness, orderliness and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the area's records.

III. Property and Evidence Storage Area

A. Limited Access Property Room

1. The property room is located on the second floor of the Police Services Center.
2. The property room includes:
 - a. Shelving and bins constructed to facilitate orderly storage of items within each area clearly marked with a letter or number, or a combination of both to readily locate specific items. The appropriate location number will be noted on all the various property records.
 - b. Special racks, lockers, and safes constructed to hold rifles, shotguns, and handguns, to safeguard narcotics, cash, and other small valuable items that need added protection.
 - c. A refrigerator / freezer to house small amounts of perishables and to preserve evidence.
 - d. A separate area designated for storage of Department equipment, supplies, uniforms, etc.
 - e. An office area for the storage of the various records kept by the Property Section.
3. All property and evidence, with the exception of automobiles, very large items, flammables, and explosives are stored in this area.

B. Storage Area for Large Items

1. The storage area for large items is located in the northwest corner of the building in a fenced area.
2. This is a fenced in area with a bicycle rack and other measures to facilitate the storage of large items.
3. Large items and bicycles are stored in this location, i.e., washers and dryers, tires, paper racks, etc.

C. Storage Area for Flammables

1. The storage area for flammables shall be determined on a case-by-case basis after a consultation between the city fire marshal and the ~~PEG~~PET.
2. Flammables and explosives shall be maintained under strict safety guidelines as prescribed by the city fire marshal.
3. The type of explosives and flammables stored shall be contingent upon what the explosive and / or flammable is composed of. No storage shall be accomplished without a consultation with the city fire marshal and / or the Dalton Fire Department.

D. Storage Area for Vehicles

Tow Service Companies - Vehicles shall be towed by tow service companies to their place of business unless the Officer feels that evidence might be destroyed, in which case the vehicle shall be towed to the impound lot.

Towing and Storage Fees - All towing fees incurred by the Department as a result of the towing of vehicles shall be charged and received from all owners of said vehicles before being released.

E. Temporary Storage Areas

1. Temporary storage areas are located adjacent to the property room.
2. Temporary storage lockers are designed for Officers to place property in during night hours and weekends when the property control room is closed.

The lockers are of various sizes to accommodate different shapes and sizes of evidence or property.

3. Any evidence, found, or recovered property shall be placed in the temporary storage lockers.

F. Other Storage Areas

If for any reason none of the aforementioned storage facilities are satisfactory for the item(s) needing to be secured, the ~~PEG~~PET will make arrangements for other storage. In the ~~PEG's~~PET's absence, a watch Supervisor shall make the determination.

IV. Security of Property Storage Areas

A. Entry to Property Storage Areas

1. Except as provided in this directive, entry to any evidence / property storage area shall only be made under the supervision of the ~~property and evidence custodian~~technician PET.

2. In the absence of the ~~custodian technician~~ PET, the storage areas may be entered only when the following conditions are met:
 - a. The evidence / property cannot be secured in any of the temporary storage areas (i.e. P&E Locker).
 - b. The entry is logged pursuant to guidelines for the property storage area log. Such notations shall include the name of the person substituting for the PET and inclusive dates that the substitute was in possession of the keys.
3. All storage areas shall be adequately secured during all non-business hours whenever the ~~PEG~~ PET is absent.

B. Property Storage Area Keys

Only the following keys to the property storage area are authorized:

1. One complete set of keys to the limited access property room, storage area for large items, and temporary storage areas shall be assigned to each of the ~~property and evidence custodians technicians~~ PETs.
2. A key to the storage area for large items is issued to all Supervisors.

Whenever this key is used, an entry shall be made on the log provided as to the date, time, and reason for using the key.
3. Duplication or possession of keys to the property storage areas or temporary storage lockers shall be made by the ~~PEG~~ PET or with permission by the Chief of Police.
4. Whenever the ~~PEG~~ PET leaves the position or is reassigned, all locks to the property storage areas shall be re-keyed, and the intrusion alarm codes changed.

C. Property Storage Area Log

A log shall be maintained to note entry into storage areas. Notations shall be made in the log to document:

1. Any entry of anyone into the storage areas besides the ~~PEG~~ PET.
2. Any entry to the storage areas in the absence of the ~~PEG~~ PET. Notations shall include date, time, circumstance, justification for entry and the name of employee(s) and Supervisor(s) that entered.
3. ~~Relief of the property control Officer due to vacation, illness, etc.~~

Such notations shall include the name of the person substituting for the ~~PEG~~ PET and inclusive dates that the substitute was in possession of the keys.

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V. Property and Evidence Section Custodian

A. Property and Evidence Section

1. Section Established

The Property and Evidence Section is established to provide for the systematic and efficient processing of all evidence, found and recovered property taken into custody by the Dalton Police Department.

2. Organizational Placement

The Property and Evidence Section is under the command of the Support Services Commander.

3. Staffing

The Property and Evidence Section shall be staffed by at least one full-time person who may or may not be a sworn Police Officer.

B. Property and Evidence ~~Custodian~~-Technician

1. Position Established

A full-time person shall be on duty to handle the day-to-day activities of the Property and Evidence Section.

2. Chain of Command

The ~~property and evidence custodian technician~~-PET is functionally supervised by the Support Services Commander, or his / her designee.

3. Duties and Responsibilities

a. The ~~PEG~~-PET is authorized and designated by the Chief of Police to be in charge of all elements of property management, insure that all records are correct and in order, and to maintain accurate inventory and disposition records of all property.

b. The ~~PEG~~-PET shall be responsible to see that access to the property room, large items storage area, and any temporary storage areas for property is limited and controlled for security and chain of possession purposes.

c. The ~~PEG~~-PET shall note on the property record / receipt and the property tag the storage location for each item of property placed in the property room or large items area. Copies of record / receipts are to be distributed as necessary for receipt, investigation, or other purposes.

d. The ~~property and evidence custodian technician~~-PET shall maintain a control register showing date of receipt, disposition, and description

RESTRICTED LAW ENFORCEMENT DATA

of the various categories of property. This shall be accomplished by a computer program.

- e. A detailed description of the ~~property and evidence custodian's technician's~~ PET's duties are enumerated in the property and evidence ~~custodian-technician~~ job description.

VI. **Procedures for Initial Receipt and Deposit of Property**

A. Duties of Officer / Employee taking Property into Custody

1. The Officer or employee shall, in every instance, place all property obtained during the shift or duty period into the property control system prior to going off duty. In no instance shall any evidence or property be placed or stored in a personal locker or elsewhere.
2. The Officer or employee coming into possession of property shall prepare a Property Record / Receipt form (Appendix C) describing the property.
 - a. The Officer or employee shall submit the property record / receipt with the property item to the ~~PEG~~PET.
 - b. Except for items that are placed in a marked and sealed evidence container, the Officer / employee shall prepare a Dalton Police Department property tag (red - evidence; green - recovered; white - found) and attach same to property item(s). Each item of evidence / property received shall be placed in a separate evidence container and be given a corresponding number to the evidence / property receipt form. When the owner of the property / evidence is unknown, it may then be placed in one bag and so marked.
 - c. The exception to this procedure will be during undercover drug operations. Whenever any member of the Drug Unit determines that it would be detrimental to an ongoing drug investigation to reveal the name of any suspect outside of the Drug Unit, the following procedure will be observed:
 - (1) Evidence will be placed in an evidence envelope with all pertinent information listed on it.
 - (2) The completed envelope will then be placed in a plain envelope with only an intelligence file number written on it.
 - (3) The plain envelope will then be sealed with tamper resistant tape and turned over to the Property and Evidence Section.
 - (4) The ~~PEG~~PET will then record the evidence and enter it into the system.

(5) The Drug Unit Supervisor shall be responsible for the transportation to the crime lab of any evidence handled in this manner.

3. The Officer / employee shall make appropriate inquiries to GCIC regarding serialized or identifiable items of property to determine if the property has been reported stolen and attach results to the Property and Evidence Report.
4. The Officer / employee shall complete an incident report describing in detail the circumstances by which the property and / or evidence came into their possession.

B. Special Handling Procedures

1. When the ~~PEG~~-PET is on duty, the Officer / employee shall deliver property taken into custody to the ~~custodian~~-technician.
2. When the ~~PEG~~-PET is off duty, the Officer / employee shall place:
 - a. Small-sized property items, tagged or bagged, with the property / record receipt form, in a temporary storage property locker.
 - b. Large-sized items in the storage area for large-sized items, i.e., bicycles, tires, etc. The key to the storage area for large items shall be obtained by a Supervisor as set forth in Section IV B, 2 of this directive.
3. Items Requiring Special Handling

- a. Firearms shall be unloaded by the Officer before entering the Property Section. If the firearm cannot be unloaded due to a malfunction or unfamiliarity with the firearm, the Officer shall attach a note describing the malfunction and give a warning that the firearm has not been unloaded before depositing same with the Property Section.

Ammunition shall be packaged separately from any firearms, and shall be entered into the Property Section as a separate item.

- b. Flammables and explosives shall not be brought to the Property Section until the fire marshal or Fire Department has been consulted to determine the proper procedure for storage.
- c. Perishable items or evidence in need of freezing or refrigeration shall be kept in the refrigerator / freezer in the property room.
- d. Items that may contain infectious diseases should be handled in accordance with directive GO89-4.20, Blood Borne Pathogens & Other Infectious Diseases.

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VII. Initial Processing of Property by the Property and Evidence Custodian

- A. Property that has been taken into police custody that has been properly packaged, tagged, and accompanied by a properly completed record / receipt will be accepted by the ~~PEC~~PET personally from the Officer or in his / her absence from a temporary storage locker.
- B. Each duty day, except under special circumstances, the ~~property and evidence custodian technician~~PET will remove all property from the temporary storage lockers, check all paperwork for errors and completion, and if found to be proper, accept the property into the system. On days when audit/inventory is being performed, lockers and paperwork will be completed the next business day.
- C. Upon acceptance of the property, the ~~PEC~~PET will place his / her signature on the record / receipt form, and retain for accountability and record purposes.
- D. All property that has been taken in shall be assigned a specific location and the location number (bin, wall, aisle, row, etc.) shall be placed beside the listed items on the property record/receipt form, on any property tags, and shall be recorded in the control register.
- E. A systematic storage procedure shall be established to segregate evidence and found and recovered property. Narcotics, firearms, and other valuables (cash, jewelry, etc.) are to be further segregated and placed in a separate security area. Appropriately sized boxes, bags, and containers will be used to store property in a neat and orderly fashion so as to make use of all space available in order to easily locate items when necessary. Security tape shall be used in all evidence containers or envelopes where narcotics / drugs are contained and where other items of evidence are placed for latent print purposes to be sent to the crime lab. Security tape need not be used for other items of property unless deemed absolutely necessary for its preparation or non-contamination. (GA. Code Ann. 17-5-50)
- F. After storage of property, the original Property Record / Receipt form (Appendix C) shall be filed in the Property Section office.
- G. Open containers (alcoholic beverage, etc.) that pose storage problems, when it is difficult or even impossible to seal to prevent evaporation or spillage and contaminating other property, may be placed in small sterile glass jars with a threaded cap for preservation of a sample of the substance. The remainder will be destroyed.
- H. Perishable items of quantity will not be stored but will be photographed and returned to the owner. Small amounts of perishables, including blood samples, etc. will be stored in proper and separate containers in the refrigerator / freezer.
- I. Victim's property, seized as evidence, but necessary to a victim's well-being, occupation, etc., should not be held in custody at an inconvenience to the victim, i.e., hand tools, prosthetic devices or health aids, as well as many personal belongings. These items may be returned when all of the following conditions are met:
 - 1. The item(s) is the victim's property.
 - 2. The item(s) has been seized as evidence.

3. The item(s) is needed by the victim.
4. The district attorney approves the release with a photo.
5. The item(s) can be returned within the uniform Officer's tour of duty and within twenty-four (24) hours by a Detective.

All photographs in these cases will be verified, authenticated and placed in secure property containers as if the actual property were on hand. Detectives may store the photos they make within the appropriate files.

- J. Narcotic and dangerous drug evidence (capsules, pills) should be counted, as well as weighed. Counting should be performed in addition to, not in lieu of, weighing. The package and record / receipt should note the number and weight. Exceptions to weighing the substance are permissible when the substance is officially sealed in tamper-proof protection packaging. An original package found with drugs shall be retained and so marked. Additionally, all containers of narcotics and dangerous drugs should be inspected for tampering and if any is detected it should be immediately brought to the attention of the Officer submitting the drugs and the Officer's immediate Supervisor.

VIII. **Movement of Property**

- A. Movement of Property to be ~~R~~ecorded on Property Record / Receipt

All movement of property in and out of the property storage area(s) must be recorded, signed out by the ~~property and evidence custodian technician~~ PET and receipted for by an authorized withdrawer. The date, time, and purpose of withdrawal shall be noted on the property record / receipt form corresponding to the number for each item that is numbered.

- B. Property Release Authorization Form

The person who has checked out the property is to be provided a Property Release Authorization form (Appendix A), upon which a description of the property is given, including the incident case number and the property record / receipt item number.

1. When the item(s) is kept by the court, the person who checked out the item(s) is required to return the release authorization form to the Property Section. The returned copy will be attached to the report / receipt form.
2. In instances where a court trial is not concluded in one day, the items that are not kept by the court must be returned to the property room and be checked out again on the next court date.

- C. Submissions to the Georgia Bureau of Investigation (GBI) Crime Lab

1. The ~~PEG~~ PET will submit all evidence to a GBI crime lab. Exception – section VI. (A)(2)(c)(5).

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2. All evidence submitted to a GBI crime lab, will be packaged and transmitted in an orderly fashion, consistent with the requirements of the crime lab. Officers should reference the Property and Evidence Procedure Manual, found in the mail room, if guidance is needed when packaging items for submission to a crime lab. The GBI also maintains an online manual through their Division of Forensic Sciences if additional guidance is needed.
3. All evidence submitted to a GBI crime lab shall be accompanied with a GBI Crime Lab Submission Form. The following information should also be provided when evidence is submitted to a crime lab:
 - a. Name (suspect and / or victim)
 - b. Brief description of contents of packaging
 - c. Location where collected
 - d. Date of incident
 - e. Investigator's name, agency and agency case number
4. When submitting evidence at a GBI crime lab in person, the submission form shall be time / date stamped upon arrival and a copy made. The evidence will then be secured in a lock box at the crime lab.
5. If evidence must be mailed to a GBI crime lab, a copy of the submission form shall be made prior to mailing. If this method of submission is utilized, the evidence shall be sent certified mail.
6. The transfer of custody to a GBI crime lab shall be documented on the back of the Property Record / Receipt form (Appendix C) and in the Department's Records Management System.
7. GBI crime labs provide an electronic report of laboratory findings as standard procedure on all requests for laboratory examination. These reports are made accessible to the Police Department via the Internet.

IX. Disposal of Property

A. Disposal of Property in General

1. Authorized Methods of Disposal
 - a. Return to owner
 - b. Sell / Auction
 - c. Destroy
 - d. Turned over to the Sheriff of Whitfield County or other agencies

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- e. Retained by the Department
 - f. Given to charity
2. No item of property shall be disposed of in any manner until a Property Release Authorization form (Appendix A), a Property / Evidence Release Authorization form (Appendix B), or a Property and Evidence Expired Diary Date Report containing an approving Supervisor's signature and a listing of disposal instructions, has been received by the ~~PEG~~PET.
- a. Any disposition forms requesting weapons to be returned to owners must be accompanied by a criminal history or verification of citizenship.
 - b. The completed Property Release Authorization form, Property / Evidence Release Authorization form, or Property and Evidence Expired Diary Date Report is to be attached to the Property / Receipt form and then to be filed in the Property Section by class, pending the disposal of each item. Separate file sections are maintained to indicate class of disposition, i.e., return to owner, destroy, or hold for sale. Return to owner, destroy, or hold for sale file is to be maintained by incident / case report number.
3. The ~~PEG~~PET shall cause to be reviewed, through the use of the computer, the review date to ensure timely release or disposition of property that comes into the custody of the Department. This shall be accomplished on a monthly basis by means of a computer-generated Property and Evidence Expired Diary Date Report for each item of property / evidence, which has a review date that falls within that month. These forms will be disseminated to the proper employee through their shift Commander / Supervisor and returned to the Property and Evidence Section within twenty-one (21) days of dissemination, with recommendation and signature of approval of shift Commander / Supervisor affixed.
4. The ~~property evidence custodian technician~~ PET shall send a property release notice by letter to the owner, when known, of the location and method by which the property is available for release. A copy of the letter of release notice is placed in the property to be released file and followed up on within the time specified on the notice.
5. The disposition of personal property in the custody of the Department shall be in accordance with OCGA 17-5-54.

B. Return of Property to Owner

1. The person to whom property is released must sign a declaration of ownership. When completed, the release authorization form is to be attached to the original record / receipt form and maintained by the ~~PEG~~PET. (OCGA 17-5-50). In some instances the owner may not be available (ie deceased, in jail, etc.). In such instances, the Officer shall verify that the property may be released to another person.

2. Property which was found, valued under \$50, and is unclaimed for ninety (90) days by the owner; will be disposed of by sale, converted to Department use, or destroyed. For found property valued over \$50, the same procedure applies, except that the item(s) must be publicized as being found, and if not claimed by owner, the item(s) are to be disposed of as set forth above. No property will be released to any employee for use unless first cleared through the Chief of Police.
3. Property suspected of having been stolen and in possession of a dealer in secondhand sales, upon which a hold has been placed, shall not be disposed of for a period not to exceed ninety (90) days or until the court or investigating Officer authorizes the release.
4. Prior to the release of any ammunition along with a firearm, approval shall be obtained from a Division Commander or their designee. After the applicable paperwork is complete, an Officer shall turn over the ammunition to the owner outside of the Police Services Center.

C. Unclaimed Property

1. The ~~PEG~~-PET shall be thoroughly familiar with the state code / law, county and city ordinances regarding the sale of property that comes into the Department's custody for whatever reason and is unclaimed. (OCGA (44-12-193) through (44-12-194)). The ~~property evidence custodian technician~~-PET shall be responsible for the sale and accountable for any monies gained, less any costs incurred for advertisement, etc., as a result of the sale. Monies are to be deposited in an account as required by the city.
2. Stolen or embezzled property other than cash, negotiables, firearms, or narcotics, not claimed by the owner at the expiration of ninety (90) days after notification that the owner may obtain it, shall be disposed of by law.
3. Found property, which is not returned to owner, and which was found in the course of the Department's regular operations, must be disposed of by law.

D. Forfeiture of Weapons used in Commission of Crime or Illegally Concealed

1. Any device which is used as a weapon in the commission of any crime against any person or any attempt to commit any crime against any person and any weapon for which a person has been convicted of the crime of carrying a concealed weapon as provided for by Code Section 16-11-126, is declared to be contraband and is forfeited. (OCGA 17-5-51)
2. When the final judgment is entered finding a defendant guilty of the commission or attempted commission of a crime against any person, any device which was used as a weapon in the commission of the crime shall be turned over by the person having custody of the device to the sheriff, chief of police, or other executive officer of the law enforcement agency that originally confiscated the weapon or device when the device is no longer needed for evidentiary purposes. If the device used as a weapon in the crime is not the property of the defendant, there shall be no forfeiture of such weapon. (OCGA 17-5-52)

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X. Inventories and Audits

- A. The ~~PEG-PET~~ shall maintain a running inventory and listing of all items currently in possession of the Property Section. This can be accomplished with the computer.
- B. Whenever the person responsible for the primary control of the property and evidence function is assigned to and / or transferred from the position, an ~~inventory-audit~~ of property to ensure that records are correct and properly annotated is conducted jointly by the newly designated ~~PEG-PET~~ and a designee of the Chief of Police. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed ~~custodian technician- PET~~. A written copy of this ~~inventory-audit~~ shall be forwarded to the Chief of Police, the designated certification manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on this ~~inventory-audit~~.
- C. The Support Services Division Commander, or his / her designee, shall perform an ~~inspection-audit~~ of the Property and Evidence function semi-annually to determine adherence to procedures and for the control of property. A written copy of these ~~inspections-audits~~ shall be forwarded to the Chief of Police, the designated accreditation manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on these ~~inspections-audits~~.
- D. An annual ~~inventory-audit~~ of property and evidence held by the Department shall be conducted by a Supervisor not routinely or directly connected with control of the property and evidence function, at the direction of the Support Services Division Commander. A copy of this ~~inventory-audit~~ shall be forwarded to the Chief of Police, the accreditation manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and the ~~PEG-PET~~ will maintain a file of these audits.
- E. At least one unannounced inspection shall be conducted annually of the Property and Evidence Section by the Chief of Police, or his / her designee. This inspection shall be documented and a copy forwarded to the Chief of Police, accreditation manager, and the ~~PEG-PET~~. The Support Services Division Commander, the Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on these unannounced inspections.
- F. ~~If any items are missing during the inventory, audit, or inspection,~~ If there is more than a 4% error rate during the audit or inspection, a written action plan will be developed by the Support Services Division Commander and an inventory shall take place to correct the deficiency. The plan will be forwarded to the Chief of Police.

XI. Property and Evidence Section Forms Completion

- A. Property Record / Receipt
 - 1. Purpose

The Property Record / Receipt form (Appendix C) is used to record evidence, recovered property, and found property that comes into the custody of the Dalton Police Department.

2. Origin

The Property Record / Receipt form originates with the law enforcement Officer. The form is completed each time a Dalton Police Officer takes possession of a piece of property and / or evidence.

3. Number of Copies

One copy is prepared

4. Completion

The Property Record / Receipt is completed in accordance with the guidelines set forth in the property and evidence procedure manual.

B. Property Transfer

1. Purpose

The Property / Evidence Release Authorization form is used to record the transfer of evidence or property from the custody of the Property and Evidence Section to the court, district attorney, laboratory, or others.

2. Origin

The Property / Evidence Release Authorization form originates with the ~~property and evidence custodian technician~~ PET and is attached to the top rear of the ~~PEC~~ PET copy of Property Record / Receipt.

3. Number of Copies

Only one copy is prepared.

4. Completion

The Property / Evidence Release Authorization form is completed by the person transferring or releasing the property. The form will be completed in accordance with the guidelines set forth in the property and evidence procedures manual.

C. Property Release Authorization form

1. Purpose

The Property Release Authorization form is used to obtain the proper disposition of property in the custody of the Dalton Police Department.

2. Origin

The Property Release Authorization originates with the law enforcement Officer.

3. Number of Copies

Only one copy is prepared.

4. Completion

The Property Release Authorization form is completed in accordance with the guidelines set forth in the property and evidence procedures manual.

D. Notice to Claim Property Letter

1. Purpose

The purpose of the Notice to Claim Property letter is to notify citizens that property in the possession of the Department is ready for pick-up or disposition.

2. Origin

The Notice to Claim Property letter is completed by the Property and Evidence Section.

3. Number of Copies

Only one copy is prepared.

E. Limited Access Property Room Entry Log

1. Purpose

The Limited Access Property Room Entry Log (LAPREL) is to maintain a listing of all entries into the Limited Access Property Room in the absence of the ~~property and evidence custodian technician~~ PET.

2. Origin

The LAPREL is kept in the Limited Access Property Room so that entries can be made by those persons who have a need to enter.

3. Number of Copies

Only one copy is prepared.

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F. Large Item Storage Area Entry Log

1. Purpose

The Large Item Storage Area Entry Log (LISAEL) is to maintain a listing of all entries into the large item storage area in the absence of the ~~property and evidence custodian technician~~. PET

2. Origin

The LISAEL is kept ~~in room number 225 where the mailboxes and evidence lockers are located~~. inside the weatherproof boxes installed inside the LISA and the Impound Lot.

3. Number of Copies

Only one copy is prepared.

XII. Procedures for Destroying Personal Property

No personal property shall be destroyed until a court order is obtained from a Superior Court Judge. The ~~PEC~~-PET and a Department Supervisor shall verify all forms, related paperwork, and the item of personal property prior to it being destroyed.

XIII. Procedures for Medication Collection Box

The medication collection box is securely mounted to the floor of the lobby in the Police Services Center, and shall remain locked until its use is required.

- A. When a citizen requests to deposit an item (or items) into the collection box, a Records technician will first verify that the item(s) are acceptable. The Records technician will then unlock the box and re-secure it once the item(s) are deposited.
- B. Once per year, an Officer shall be directed to obtain a case number which will be used to track that year's collected medication.
- C. At least once per month, the ~~PEC~~-PET and an Officer will empty the collection box, and the deposited items will be bagged, weighed, and then submitted into the Property Section as Found Property. The item(s) will be marked for destruction.
- D. The ~~PEC~~-PET will periodically transport the collected items for destruction by the GBI Crime Lab.
- E. On a quarterly basis, the ~~PEC~~-PET will compose a report of the total gross weight of items collected from the medication collection box. This information will be included in the Support Services quarterly report, and will also be forwarded to the CVS Pharmacy Corporation.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

Appendix A

DALTON POLICE DEPARTMENT PROPERTY RELEASE AUTHORIZATION		
Date of Release	<input type="checkbox"/> Evidence <input type="checkbox"/> Found Property <input type="checkbox"/> Recovered Property	Citation or Case Number
Item Number	Description	

Disposal Instructions:

☐ Destroy ☐ Auction ☐ Return to Owner ☐ Charity
☐ Owner Notified ☐ Other (specify) _____

Print the Name and Address of Person Receiving Property:

NAME _____

ADDRESS _____

OFFICER'S SIGNATURE _____

DATE _____

APPROVING SUPERVISOR SIGNATURE _____

DATE _____

CITY / STATE / ZIP _____

I certify, under penalty of perjury, that I am
the lawful owner/guardian of the above-
described property and that I have taken
possession of the above-described property.

OWNER/GUARDIAN'S SIGNATURE _____

_____/_____/_____
DATE OF BIRTH

_____/_____/_____
SOCIAL SECURITY NUMBER

(_____) _____ - _____
PHONE NUMBER

EPF REL 880904 R0503

Appendix B



DALTON POLICE DEPARTMENT PROPERTY / EVIDENCE RELEASE AUTHORIZATION

Date of Release:

Incident / Citation #

Item# Description

Release Type:

- | | | |
|---|--|--|
| <input type="checkbox"/> Destroy | <input type="checkbox"/> Auction | <input type="checkbox"/> Return to Owner |
| <input type="checkbox"/> Release To Officer | <input type="checkbox"/> Charity | <input type="checkbox"/> Other Agency |
| <input type="checkbox"/> Other (Specify) | <input type="checkbox"/> Wrecker Service | |

Name / Business

Address

City / State / Zip

Phone #

Officer's Signature

Supervisor Signature

Signature

I certify, under penalty of perjury, that I am the lawful owner / guardian of the above items, an authorized designee of the owner / guardian to receive the above items, or an authorized officer / designee of the court authorized to receive these items.

For Property Custodian Use Only

2 of 2

RESTRICTED LAW ENFORCEMENT DATA

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Appendix C

DALTON POLICE DEPARTMENT PROPERTY RECORD/RECEIPT

Page _____ of _____

Offense	Officer Obtaining Property	Receipt/Citation/Case Number	
Where Property was Obtained	Date & Time Property Obtained	APPROVED FOR IMMEDIATE RELEASE	
Beat #			
Name and Mailing of Person from whom Property was obtained	Check One: <input type="checkbox"/> Suspect <input type="checkbox"/> Victim <input type="checkbox"/> Owner <input type="checkbox"/> Finder	Check Proper Box: <input type="checkbox"/> Evidence <input type="checkbox"/> Recovered Property <input type="checkbox"/> Found Property	Retention Type <input type="checkbox"/> Misdemeanor 90 Days <input type="checkbox"/> Felony 1 Year <input type="checkbox"/> Rape Forever <input type="checkbox"/> Homicide Forever <input type="checkbox"/> Sex Crimes w/DNA Forever
Name		Race _____	Sex _____
Address		DOB _____	
City, State, & Zip	Phone No. _____		

PROPERTY itemized, detailed description, including color, size, serial number, etc. Number each item consecutively from number one. If second page of the Property Record is needed, identify the first item described on the second page as item number 6, etc.

Item [] _____	Storage Location
_____	Value
Item [] _____	
_____	Value
Item [] _____	
_____	Value
Item [] _____	
_____	Value
Item [] _____	
_____	Value

Comments or additional suspects' names and addresses:

Signature of Employee Completing Report	To be filled in by Property Custodian Date Received _____ Time Received _____ Received By _____
Approving Supervisor Signature EPF PRO 880901 R 1307	

RESTRICTED LAW ENFORCEMENT DATA

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PROPERTY TRANSFER RECORD

Signature of Person Who Received Item & Destination of Item	Date & Time Property Is Checked Out	Property Custodian Signature	Signature of Person Who Returned Item	Date & Time Property Is Checked In	Property Custodian Signature
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					
Item [] _____					

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DALTON POLICE DEPARTMENT

			<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-4.11
<i>Subject</i> Transporting Prisoners / Inmate Work Crews				
<i>Reference</i>			<i>Revised</i> April 25, 2017 <u>May 28, 2019</u>	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 25, 2019 <u>April 2021</u>		<i>No. Pages</i> 14	

I. Policy

Prisoners of the Dalton Police Department shall be transported in a manner which will provide adequately for the safety and security of the prisoner, the transporting Officer(s), and the general public.

II. Transport Operations

A. Search of Prisoner

1. Adults and juveniles will be searched prior to being transported and each time they come into the transporting Officer's custody.
2. Whenever practical, adults and juveniles shall be searched by an Officer of the same sex.

B. Transportation Vehicles

1. Marked patrol vehicles, which have had the rear passenger door compartments modified to transport prisoners, shall be the preferred mode of transportation for all arrested persons.
 - a. These vehicles have a safety cage to separate the driver and prisoner.
 - b. Rear door windows and rear door handles (inside) have been rendered inoperative for security reasons.
2. Non-caged vehicles should not be used for prisoner transportation unless authorized by a Supervisor. When so authorized, extra caution shall be exercised by the transporting Officers to ensure the security and safety of both the prisoner and Police Officers.

C. Search / Inspections of Transportation Vehicles

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1. Any vehicle that may be used to transport a prisoner shall be examined at the beginning of each watch, prior to use, to assure the vehicle is safe, in good operating condition, including fuel and oil levels, and properly equipped with emergency equipment. The passenger compartment shall be thoroughly searched for contraband, weapons, and / or other items.
 2. Prior to transporting a prisoner, the Officer(s) will ensure the vehicle has been searched. In addition, the vehicle shall be searched after a prisoner has been transported. These searches shall be made under the assumption that an opportunity has existed for the introduction of contraband, weapons, and / or other items.
 3. Investigators shall be responsible for inspection and examination of any unmarked unit, prior to use, to ensure the vehicle is in safe operating condition and has appropriate emergency equipment.
- D. Officer safety and prisoner security shall be ensured by adhering to the following guidelines for seating arrangements in transport vehicles (See Appendix A).
1. No more than two (2) prisoners shall be transported in the back seat of any police vehicle with a prisoner shield or cage.
 2. No more than one (1) prisoner, and by no fewer than two (2) Officers, shall be transported ~~a prisoner~~ when using a police vehicle without a prisoner shield or cage.
 3. Specific seating arrangements of Officers in relation to prisoners are diagrammed in Appendix A of this order to ensure continuous observation of prisoners.
- E. Observation of Prisoners by Transporting Officer(s)
1. Prisoner(s) must be under observation while being transported. This will reduce the opportunity of attack or escape.
 2. Exceptions - Officer(s) shall position themselves to prevent escape:
 - a. At medical facilities when medical practice prohibits an Officer's presence
 - b. When toilet facilities are used by a prisoner of the opposite sex
- F. Meals will be provided to prisoner(s) who are being transported for a long distance that would require several hours (e.g., six (6) hours or more). A restaurant will be selected at random by the transporting Officer(s).
- G. Transporting Officer(s) with prisoner(s) in their custody will not respond to the need for law enforcement services unless there is both a clear and grave risk to a third party and risk to the prisoner(s) is minimal.

RESTRICTED LAW ENFORCEMENT DATA

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1. Transporting Officer(s) en route with prisoner(s) will only detour from their en route status to render aid and assistance in life-threatening situations or at the direction of a Supervisor.
 2. In no instance shall transporting Officer(s) grant any request from the arrestee to stop at any location for any reason.
 3. The primary responsibility for transporting Officer(s) shall always be the protective custody and safety of their prisoner(s).
- H. In the event a prisoner escapes while being transported, the following notifications, reports, and actions shall be initiated by the transporting Officer:
1. Notifications to be made of a prisoner escape while transporting:
 - a. Notify Whitfield County 911 and, when available, specifically provide:
 - (1) The location of the escape
 - (2) The escapee's direction of travel
 - (3) The physical description of the escapee
 - (4) The charges pending against the escapee
 - (5) The apprehension efforts that will be undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the jurisdiction where the escape occurred.
 - c. Notify Supervisor.

The Supervisor shall have the responsibility for notification of:

 - (1) Division Commander
 - (2) Chief of Police
 2. Reports to be prepared:
 - a. Prepare appropriate incident report.
 - b. Forward copy of report to Division Commander.
 3. Further actions to be taken:
 - a. Have Whitfield County 911 send a BOLO message, if apprehension has not been made.
 - b. An administrative review will be initiated by the Division Commander.

RESTRICTED LAW ENFORCEMENT DATA

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- c. Obtain an arrest warrant, if immediate apprehension efforts fail.
- I. Transporting Officers will not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported. Upon arrival at destination, an opportunity for prisoner(s) to communicate with family, friends, and attorneys may be afforded.
- J. Arrival at Destination
 - 1. Whitfield County Jail (WCJ)
 - a. Transporting Officer(s) who transport a prisoner via police vehicle will utilize the prisoner sally port for access to the WCJ.
 - b. Transporting Officer(s) will secure their firearm(s) in the weapons lockers, the trunk of their vehicle, or the rack mounted inside of their vehicle prior to entering the booking area.
 - c. Prisoner(s) will be taken to the booking area to be processed by WCJ [booking](#) staff.
 - d. Transporting Officer(s) shall deliver all pertinent documents to the WCJ booking staff.
 - e. Transporting Officer(s) shall notify the receiving facility of any potential medical or security risks posed by the prisoner.
 - f. WCJ booking staff shall remove restraints when necessary for prisoner processing and prior to placing the prisoner in a cell.
 - g. Transporting Officer(s) shall document the transfer of custody in the Department's Records Management System.
 - 2. Dalton Officers engaged in a prisoner transport at other agencies will:
 - a. Comply with standard operating procedures pertaining to the policies of the Dalton Police Department.
 - b. Comply with the policies, procedures, rules, and regulations of the other jurisdiction while at their facility.
 - c. Adhere to the receiving agency's rules regarding firearms safekeeping and the use and removal of restraining devices.
 - d. Deliver all pertinent documents to the receiving Officer.
 - e. Deliver the necessary documents that accompany a prisoner to the receiving Officer.

RESTRICTED LAW ENFORCEMENT DATA

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- f. Notify the receiving facility of any potential medical or security risks posed by the prisoner.
- g. Ensure that the prisoner's property is properly transferred.
- h. Document the transfer of custody in the Department's Records Management System.

K. Prisoner(s) Taken to a Medical Facility

1. Transportation

- a. A prisoner(s) requiring medical attention shall be transported to the hospital.
- b. In emergency situations, in which the prisoner is injured, and in the Officer's best judgment it would be better to transport the prisoner via ambulance, an ambulance shall be utilized.
- c. The Officer may also transport prisoners via police vehicles in emergency situations.

2. Security when Transporting Prisoners via Ambulance

- a. The prisoner shall be placed in restraining device (handcuffs, stretcher restraints, straitjacket, etc.). Exceptions: Medical staff or paramedics need freedom of movement for examination or treatment or other unforeseen circumstances.
- b. An Officer may ride in the ambulance with the prisoner(s).

The Supervisor may determine whether the Officer who rides in the ambulance will remain armed.
- c. Officer(s) may be assigned by a Supervisor to follow the ambulance in a police vehicle. The Officer(s) assigned to follow the ambulance should be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

3. Arrival at facility

- a. Upon arrival, the Officer shall notify the medical staff of any potential medical or security risks posed.
- b. Officers will turn over any applicable paperwork, if needed.
- c. Officers will properly maintain custody of their authorized weapons and prevent the prisoner from having access to weapons.

RESTRICTED LAW ENFORCEMENT DATA

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4. Treatment, Examination, or Admission

When a prisoner is transported to a medical facility to be treated, the Officer will notify his / her Supervisor. The following are only guidelines, and the Supervisor may take other actions as he / she feels necessary based on the circumstances present.

- a. The Officer may release the prisoner by issuance of a citation with a notice to appear in court.
- b. The Officer may remain at the hospital with the prisoner while he / she receives medical treatment. If the Officer remains at the hospital, the prisoner shall be under police guard at all times. Depending on the nature of the injury, it will be at the discretion of the Officer as to whether a prisoner will be restrained and by what means.
- c. If a prisoner is admitted for treatment, the transporting Officer may advise the hospital's admitting office and security to place a "HOLD" on the prisoner and to contact the Whitfield County 911 Center when they are ready to release the prisoner so that pickup can be arranged. This procedure may be followed for minor offenses.

If a prisoner is admitted to the hospital and a "HOLD" is placed on the prisoner, a report shall be made. The report should contain the subject's name and charges to be made on the subject so that the arresting Officer will not have to be contacted later to determine what charges should be made.

- d. If the prisoner is admitted to the hospital and twenty-four (24) hour coverage is needed, the Supervisor on duty will ensure that the Officer assigned to guard the prisoner is checked on periodically and is relieved as necessary.
- e. Upon release of the prisoner from the medical facility, all instructions for future treatment and medication shall be obtained in writing and given to WCJSE booking staff during the booking process.

L. Supervision and Transportation of Inmate Workers

Inmates being escorted outside the Whitfield County Detention facility will be transported in a safe and humane manner under the supervision of experienced and trained employees. The safety of the Officer, inmate, and public is of the utmost importance. It is the policy of the Dalton Police Department to allow employees to supervise inmate workers s solely within the limitations set forth by law and this directive. To provide for this, the Officers transporting or supervising inmate workers will:

1. Contact the WCSO Detention Supervisor to request inmates for a graffiti abatement detail. This request must be made a minimum of twenty-four (24) hours in advance Monday – Friday.
2. The Officer requesting the work crew will ascertain, at the time of the request, if

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WCSO will be providing the transportation and supervision of the inmates.

3. If WCSO is unable to provide transportation or supervision of the inmates, the Officer will be required to make arrangements for transporting the work crew and provide guidance in determining the number of Officers required to monitor the inmates.
4. Inmates being transported as part of the work details will be transported in a Dalton Police Department or county owned vehicle that has been approved by WCSO for this purpose. The vehicle and all equipment will be secured when not in use to prevent loss or theft.
5. Prior to signing the inmates out for the work detail, the Officer will be briefed by WCSO ~~jail~~ detention personnel on the WCSO inmate work crew policy and procedures.
6. Officers supervising the inmate work detail will be required to sign the inmates in and out of the booking facility in accordance with WCSO policy. They will make a list of names of the inmates being checked out for the work detail.
7. Officers supervising inmate workers will be in full uniform and armed at all times.
8. Officers transporting inmate workers will not make unplanned stops while transporting the inmate workers.
9. Officers supervising inmate workers will not provide the inmate with contraband.
10. Inmates assigned to the work detail will be provided with water but will be returned to WCSO for their meal breaks.
11. Officers supervising inmates should closely monitor the inmate's activity in order to prevent escapes, assaults on Officers and other inmates, and to prevent them from accessing contraband.
12. The Officer will notify the WCSO booking Supervisor immediately when an inmate assigned to their work detail is a personal contact or family member.
13. Inmates will be returned to WCSO and signed back into the facility in accordance with WCSO policy. WCSO personnel will assist the Officer with this process to insure all of the inmates are accounted for and to prevent contraband from being brought into the jail.
14. Officers will not supervise inmate work crews that are mixed gender or of the opposite gender of the supervising Officer(s), unless a male and female Officer are present.
15. Officers assigned to supervise the work detail will maintain a professional Supervisor-subordinate relationship with the inmate workers. They will notify the booking Supervisor immediately if any behavior is displayed that

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jeopardizes this relationship. Officers will not :

- a. Allow inmates to refer to them casually (by first name, nicknames, etc.).
- b. Allow association with an inmate to prevent them from performing their duties or properly directing or disciplining any inmate.
- c. Allow inmates to insufficiently perform their duties or fail to perform as directed.
- d. Allow inmates to violate Dalton Police Department or ~~Sheriff's Office~~ WCSO policy or procedures.
- e. Allow inmates to communicate with inmates of the opposite sex.
- f. Allow inmates to pass notes, contraband, or any other items to inmates in general population.

III. **Special Transport Situations**

A. Adult Prisoners

1. Male and female prisoners will not be transported in the same vehicle unless they are codefendants in the same case, and the transport will not jeopardize the investigation.
2. Female prisoners shall be transported with a female Officer of the Department when travel distance exceeds fifty (50) miles.

If a female Officer is not available, two (2) male Officers will transport.
3. Male Officers transporting female prisoners will call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.
4. Female Officers transporting male prisoners will call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.

B. Juvenile Prisoners

1. Juvenile prisoners will be transported in the same manner as adults.
2. Adult and juvenile prisoners will not be transported together.

C. Handicapped / Mentally Ill Prisoners

1. When it is not likely to preclude the safe, efficient, and secure transport of the prisoner, a police squad car will be used.
2. When reasonable evaluation dictates that squad transport is inappropriate, Whitfield EMS will be notified to transport by ambulance. Police Officer(s) shall accompany the ambulance as outlined in II, K, 2, of this order.

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3. A Whitfield EMS ambulance should be utilized in all cases where a mentally ill subject has the potential for violence.
 - a. Stretcher restraints should be utilized on any potentially dangerous mentally ill subject where the prisoner's actions suggest he may likely injure himself / herself or others.
 - b. If stretcher restraints are used, it shall be so documented on the incident report.

D. Sick or Injured Persons

1. The Supervisor shall be notified and respond as needed.
2. Whitfield EMS shall be notified to provide treatment at the scene of the arrest or at the Police ~~Department~~ Services Center, as circumstances dictate.
3. If the prisoner requires hospital treatment, he / she will be transported as outlined in II, K, 1 and 2 of this order.
4. If the prisoner refuses treatment, and the attending paramedics and Officer(s) determine that immediate treatment is not necessary, the prisoner will be allowed to sign a release for the waiver of treatment.
5. If the prisoner is not treated and transported to the Whitfield County Jail, the transporting Officer will inform the jail staff of the prisoner's sickness / injury.
6. Officers are reminded that protective custody and care of the prisoner are priority responsibilities.
7. All information shall be documented on the incident report, whether the prisoner is transported or not.

E. Transporting Prisoner(s) in Special Situations

The Dalton Police Department will not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc. Exception: The Dalton Police Department will only transport under an order from the court. This transport will be accomplished by a special order outlining any special procedures for each individual case.

F. Transport of Dangerous / Security Risk Prisoners

When a prisoner to be transported is considered an unusual security risk, the receiving agency will be notified before the transport takes place so that handling of the prisoner can be planned to minimize any chance of escape, injury to the prisoner, injury to Officers assigned to control the prisoner, or injury to the public.

G. Transporting Prisoners from One Facility to Another

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1. Each prisoner should be positively identified prior to being transported. The transporting Officer will verify the identification with booking personnel to ensure that the prisoner is the proper person to be transported. This may be accomplished through the Officer's personal knowledge of the prisoner, booking records, photographs, or by other appropriate means that may be available.
2. It shall be the responsibility of the transporting Officer to ensure that all appropriate prisoner documentation, if any, is in his / her possession when transporting a prisoner from another detention facility to the Whitfield County Jail. This documentation may include;
 - a. Arrest warrants
 - b. Prisoner's personal property
 - c. Any other pertinent documents deemed necessary.
3. If not first informed by detention ~~Center~~ facility personnel, The Officer transporting a prisoner shall inquire as to any escape or suicide attempts / threats, unusual illnesses, or any tendencies toward violent behavior prior to the transport. Any information gathered shall be recorded and included in the documentation that accompanies the ~~prisoner~~ detainee during transport.

IV. **Restraining Devices**

A. Definitions

1. Handcuffs - Commercially produced chain link / hinged type cuff capable of being double locked in blue, black, nickel or stainless steel finish.
2. Disposable Flex Cuffs - Commercially produced flexible handcuffs with a one-way locking system.
3. Leg Chains - Commercially produced chain link / hinged type cuff capable of being double locked in blue, black, nickel or stainless steel finish.
4. Belly Chains - Commercially produced chain link / hinged type cuff capable of being double locked in blue, black, nickel or stainless steel finish with an extendable chain, capable of being locked, that reaches around the mid-section of the body.

B. Purpose

1. Protection of Officer from attack by arrestee.
2. Restrict arrestee's upper torso mobility.

C. Application of Restraining Devices

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1. Restraining devices will be used on all arrestees while in transit. Exceptions include:
 - a. Juvenile offenders, unless the Officer believes that not restraining the juvenile would pose a threat to the Officer or the safety of others.
 - b. Situations as approved by a Supervisor.

2. Single Arrestee Application

- a. Restraining devices shall be applied to the wrists of the arrestee with the hands behind the arrestee.
- b. Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in the following circumstances:
 - (1) Elderly arrestee
 - (2) Arrestee physically incapable of placing hands behind the back
 - (3) Handicapped arrestee
 - (4) Sick / injured arrestee
- c. Leg chains may be applied to the ankles of an arrestee when a threat of flight may exist.
- d. Belly chains may be applied around the mid-section of an arrestee when an arrestee is transported in a vehicle for an extended period of time.

3. Multiple Arrestees Application

Each arrestee shall be restrained as indicated in IV, C, 2 above, if possible.

D. Handicapped and Mentally Disturbed Arrestees

1. Prisoners in wheelchairs, or who require walking aids, should not normally require the use of restraining devices. The Supervisor will be summoned whenever the Officer is in doubt about the use of restraining devices in these situations.
2. Restraining devices (handcuffs with transport belt), when applied, shall be double locked.
3. Mentally disturbed prisoners may normally be restrained as outlined in IV, C, 2 above. In special situations, as outlined in IV, C, 3 above, stretcher restraints will be used to minimize injury to the prisoner and others.

E. Procedure

1. Handcuffs shall be double locked to prevent injury.

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2. An arrestee can be restrained to another arrestee of the same sex.
3. A juvenile arrestee shall not be restrained to an adult.
4. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.
5. The feet may be restrained with Department approved devices and shall be used in accordance with the manufacturer's instructions.

V. **In-Custody Processing**

A. Juvenile Procedures

After being taken into custody for a felony offense, the designated area to process juvenile offenders in accordance with GO11-4.28 shall be either of the (2) interview rooms located at the Dalton Police Department Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing juvenile offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing of juveniles.

B. Mobile Intoxilyzer Trailer Procedures

After being taken into custody for a DUI during a traffic safety check point ~~roadcheck~~, the designated area to process offenders on scene shall be the Mobile Intoxilyzer Trailer. The trailer is fitted with a duress alarm that sounds audibly. The following procedures shall also apply:

1. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
2. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.

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3. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
4. All personnel charged with monitoring or processing DUI offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing DUI related offenders in the Mobile Intoxilyzer Trailer.

C. Procedure for Intoxilyzer Testing at the Police Services Center

After an individual is taken into custody for DUI, and a breath test is to be conducted at the Police Services Center, the designated area to process offenders shall be either of the (2) interview rooms located at the ~~Dalton~~ Police ~~Department~~ Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing DUI offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing offenders.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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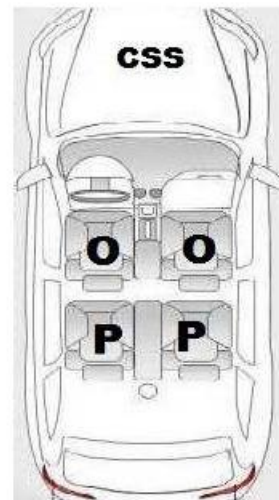
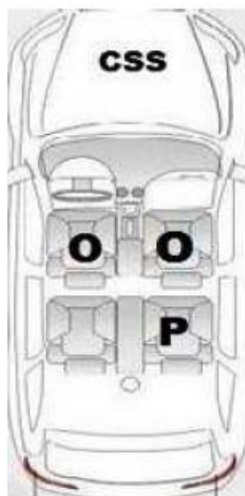
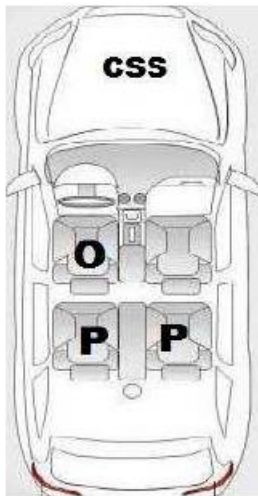
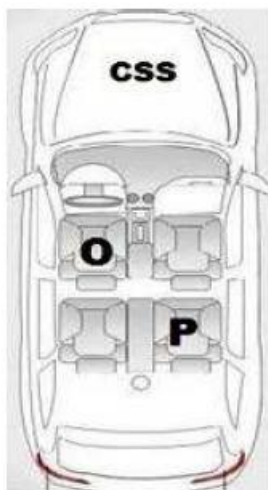
Appendix A

O - OFFICER

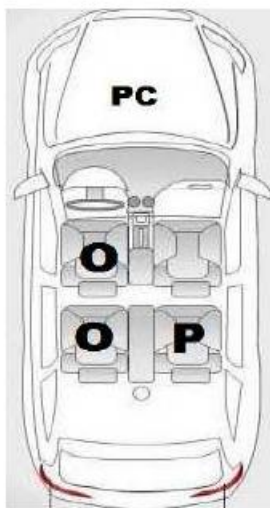
CSS - CAGED/SHIELD VEHICLE

P - DETAINEE/PRISONER

PC - NON-CAGED/SHIELD VEHICLE



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS
WITH SAFETY SHIELD



ABOVE DIAGRAM DEPICTS SEATING ARRANGEMENTS
WITHOUT SAFETY SHIELD

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DALTON POLICE DEPARTMENT

		Effective Date October 1, 1998	Number GO98-4.13
Subject Traffic Enforcement and Direction			
Reference		Revised April 25, 2017 <u>May 28, 2019</u>	
Distribution All Personnel	Re-evaluation Date April 25, 2019 <u>April 2021</u>		No. Pages 18

I. Policy

It is the policy of the Dalton Police Department to practice traffic enforcement and direction techniques to make our streets safer for our citizens and reduce collisions. A traffic safety check point is an effective tool to educate the public, to bring awareness to traffic concerns, and for the detection of impaired drivers and shall be conducted for legitimate law enforcement purposes as outlined by applicable case law.

II. Definitions

- A. *Shift Supervisor* - an Officer who holds the rank of Sergeant or above and is tasked with supervisory tasks at the shift level.
- B. *Special Operations Supervisor* - an Officer who holds the rank of Sergeant and is tasked with the supervision of the Special Operations Unit.
- C. *Watch Commander* - the District Commander or Sergeant, designated by the District Commander, who is responsible for the overall operations of his / her watch or unit in accordance with the rules and regulations of the ~~Police~~ Department.

III. Procedures

- A. Traffic enforcement is of limited effectiveness without cooperation and compliance by the motoring public. It is incumbent on all Officers to perform this duty in a professional and courteous manner and to try to alter favorably the violator's future driving habits.
- B. Even though random enforcement is permissible, Officers ~~will~~ should target violations that cause motor vehicle collisions in areas where their efforts will reduce personal injuries and property damage. The Dalton Police Department will conduct speed enforcement and other special operations, targeting areas known for heavy traffic and a high incidence of collisions and / or possibilities for pedestrian injuries.

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- C. Strategies and tactics for selective traffic enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic.
1. The Department will base selective traffic enforcement efforts on the following information:
 - a. Weekly district plans, ~~with~~ including current traffic problems.
 - b. The *Traffic Crash Statistics* compiled by the ~~Traffic Enforcement Unit.~~ Intelligence Analyst.
 - c. Citizen complaints of traffic violations.
 2. Traffic enforcement personnel may be deployed to school zones, residential areas, and other areas where analysis and / or complaints have shown the greatest hazards.
 3. Officers that are involved in selective traffic enforcement shall complete a Selective Traffic Enforcement Form at the end of the detail and shall forward the form to the Patrol Division Commander or his / her designee.
 4. The Patrol Division Commander, or his / her designee, shall be responsible for the compilation, review, and comparison of traffic collision data and traffic enforcement activities data.
 5. The Patrol Division Commander, or his / her designee, shall conduct an annual evaluation of selective traffic enforcement activities. The evaluation shall be forwarded to the Chief of Police.

IV. Speed Detection Devices

A. Radar

1. All operators must attend proper training and be certified by the state, prior to operating a radar unit.
2. Unless the Officer has a radar unit assigned to his / her vehicle, the Officer shall sign the log for that unit when checking it in or out.
3. All units will be tested by the operator at the beginning and end of his / her tour of duty. This will be in addition to any internal calibration placed within the unit by the manufacturer. The time and date of the testing will be documented by the operator on a log.
- ~~4. Officers will attend required re-certification courses as needed.~~
54. All radar units will be inspected and certified annually by a licensed radar technician.

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- 65. Officers are responsible ~~to~~ for ensuring that each radar unit is properly maintained and remains in a constant state of readiness.
- 76. Any problem with a radar unit will be immediately reported to the Shift Supervisor by the operator, and the unit will be taken out of service until it has been serviced, calibrated, and recertified by a licensed radar technician.
- 87. If radar was used to initiate the stop, the Officer must advise the driver that he / she has the right to have the radar unit tested for accuracy before being issued a citation.
- 98. Speed detection devices using radar will be from a list of approved devices from the Department of Public Safety.

B. Laser

- 1. All operators must attend proper training and be certified by the state, prior to operating a laser unit.
- 2. Unless the Officer has a laser unit assigned to him / her, the Officer shall sign the log for that unit when checking it in or out.
- 3. The laser unit will be tested by the operator at the beginning and end of his / her tour of duty.
- 4. Officers are responsible ~~to~~ for ensuring that each laser unit is properly maintained and remains in a constant state of readiness.
- 5. Any problem with the laser unit will be immediately reported to the Shift Supervisor by the operator, and the unit will be taken out of service until it has been serviced, calibrated, and recertified by a licensed laser technician.
- 6. All laser units will be inspected and certified annually by a licensed laser technician.
- 7. Speed detection devices using laser will be from a list of approved devices from the Department of Public Safety.

V. **Traffic Law Enforcement Techniques**

Traffic enforcement requires visible traffic patrols by Officers who observe and address traffic violations during the performance of their normal duties.

A. Area Patrol

This involves traffic enforcement in the Officer's assigned district.

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B. Line Patrol

This involves traffic enforcement on a particular section of roadway.

C. Directed Patrol

Shift Supervisors may specify enforcement efforts in an area. Depending on the nature of the hazard or violation being enforced, this may be done by a line patrol or at a specific location and at a specific time.

D. Stationary Observation

Either covert or overt, stationary observation may be used as a technique to make observations about the flow of traffic at a particular location. When completing reports or doing other activities, which will keep them out of service for a short time, Officers are encouraged to park their patrol vehicles in a conspicuous location, serving to remind motorists of the need to comply with traffic laws.

E. Unmarked and Unconventional Vehicles

Officers may utilize countermeasures, which would be effective for specific enforcement activities, upon authorization of the Shift Supervisor. Unmarked vehicles may be used for traffic enforcement activities to locate violations, if approved by the Patrol Division Commander or his / her designee.

VI. **Contact with Traffic Violators**

A. There are two (2) primary objectives of a traffic stop:

1. Execution of traffic enforcement actions.
2. Promotion of voluntary compliance with traffic laws in the future.

B. Officers will greet violators in a courteous manner, request the driver's license and insurance information, and explain the reason for the stop.

C. Officers will maintain a calm, professional demeanor at all times.

D. Enforcement actions are at the discretion of the Officer but shall be conducted firmly, fairly, impartially, and courteously using the most appropriate of the following three (3) methods:

1. Verbal / Written Warning

Officers may issue warnings to a violator whenever a minor traffic violation is committed in areas where traffic accidents are minimal. In their discretion, Officers must recognize that a properly administered warning can be more effective than any other type of enforcement.

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2. Traffic Citation

A citation should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.

If a citation is issued, the Officer is responsible for advising the violator of the following:

- a. Information relative to the specific charge.
- b. The date, time, and location of the motorist's scheduled court appearance.
- c. Payment options.
- d. Municipal Court's telephone number.

The Officer shall answer any of the violator's questions about the citation as thoroughly as possible. When a motorist has any questions the Officer cannot answer, such as mandatory nature of their court appearance, the Officer shall instruct the violator to direct all such questions to the Municipal Court staff by telephone.

3. Custodial Arrest

A law enforcement Officer may arrest a person accused of violating any law or ordinance governing the operation, licensing, registration, maintenance, or inspection of motor vehicles by the issuance of a citation. (O.C.G.A. 17-4-23).

But In most cases, the Officer should not arrest operators of motor vehicles for traffic violations in which a citation is authorized unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.

- a. The offense must have been committed in the Officer's presence, or information constituting a basis for arrest concerning the operation of a motor vehicle was received by the arresting Officer from a law enforcement Officer observing the offense being committed.
- b. By exception, where the offense results in an accident, an investigating Officer may issue citations regardless of whether the offense occurred in the presence of a law enforcement Officer.
- c. The arresting Officer shall issue to such person a citation, which shall enumerate the specific charges against the person and the date upon which the person is to appear and answer the charges.

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- d. When an arresting Officer makes an arrest concerning the operation of a motor vehicle based on information and observations of another law enforcement Officer, the citation shall list the name of each Officer, and each must be present when the charges against the accused person are heard.

VII. Uniform Enforcement Practices

Appropriate uniform enforcement action is important if motorists are to enjoy safe driving in the City of Dalton. Good judgment by Officers in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain ~~the~~ public confidence in traffic enforcement. The following are meant as guidelines and do not supersede sound judgment used by Officers.

A. DUI Procedures

Impaired driving is a serious offense and Officers should arrest any driver found to be in violation of DUI laws. Arrests may be determined by the driver's observed operations on the roadway or involvement in ~~a~~ collision. All interactions with drivers believed to be under the influence of alcohol and / or drugs should be in accordance with GO04-4.24, Arrest and Detection of Persons Driving under the Influence.

B. Driving While License Suspended / Revoked

When a driver's privileges to drive are confirmed to be suspended / revoked through Georgia, the Officer making the stop shall determine if the type of suspension requires the driver to be served with a notice of their suspension before any enforcement action can be taken against them. When the driver's suspension is confirmed, the Officer should cite and make a custodial arrest of ~~the drivers~~ with ~~a~~ suspended / revoked licenses ~~s~~ from Georgia ~~and~~ ~~or any~~ other states.

C. Speeding Violations

Speeding violations are to be considered as a type of offense that causes auto collisions, property damage, and injuries. The enforcement of speed~~ing~~ violations is considered to be a high priority, especially in those areas that have proven to possess a high injury / accident rate. Speed~~ing~~ enforcement should also be done at those locations where citizen complaints have indicated that speeding violations occur.

D. Hazardous Moving Violations

Hazardous traffic law violations are those violations that affect the safe movement of vehicles and pedestrians. Officers shall consider the type of hazard, the location, and the previous accident history at the location when deciding what action to take.

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E. Off-Road Vehicles

Any recreational vehicle driven upon public roadways will fall in accordance with registration laws and driver's license laws as would any other motor vehicle driven upon public roadways.

F. Equipment Violations

The Officer will consider the continued safe operation of the vehicle and its general condition, as well as the type of equipment defect.

G. Public Carrier/Commercial Vehicles

Violations shall be handled in the same manner as private passenger vehicles, with the exception of enforcing those laws that apply only to these specialized vehicles.

H. Non-Hazardous Violations

Minor traffic infractions may be resolved by warnings, unless the violations are repetitive, ~~or~~ **or** flagrant, or the circumstances warrant the issuance of a citation.

I. Multiple Violations

When multiple violations are observed, which can be classified separately as having distinctly different elements, they shall be dealt with independently. In situations where two violations are similar, to the extent that the elements of one law are included in the other law, only the most serious should be charged.

J. Newly Enacted Laws and / or Regulations

A grace period of thirty (30) days may be given, during which time warnings shall be given to educate drivers about the new law. After any initial grace period, Officers will enforce new laws according to the same standards set forth for similar offenses.

K. Violations Resulting in Traffic Collisions

If a violation results in personal injury or significant property damage, the violator may be cited for the offense.

L. Pedestrian and Bicycle Violations

The enforcement of traffic laws pertaining to pedestrians and bicycles necessitates broad discretion by Officers. Officers will concentrate efforts where accidents have been frequent and severe. Officers may consider the age of the violator and the potential for physical danger to the violator due to the unsafe act.

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M. Re-examination Requests

Officers may sometimes come in contact with drivers who, due to apparent physical or mental incapacity, are incapable of safely operating a motor vehicle. This is not a judgment that is to be made lightly by Officers, and it should be documented and clearly indicated as a safety hazard before recommendations for the driver to be re-examined are made.

Any Officer who becomes aware of an apparent mental or physical incapacity of a licensed driver should secure the name, driver's license number, and current home address of the driver. The Officer should then complete a Georgia Department of Motor Vehicle Safety Medical Advisory Board Form. The form should then be forwarded to the Georgia Department of Motor Vehicles.

VIII. **Violators Requiring Special Consideration**

A. Juvenile Offenders

Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.

If the juvenile is issued a citation, the Officer shall advise the juvenile and / or parent / guardian of the charge and the contact information for Juvenile Court so they can be advised of a date / time to appear.

B. Military Personnel

Members of the military service shall in all cases, except treason, fleeing, or breach of peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, election of Officers, going to, during, and returning from the performance of any active duty. An arrest may be effected if the offense meets the above criteria, and the Officer will notify the violator's commanding Officer or the District Attorney's office.

C. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly or Congress or Committee Meetings thereof, and in going thereto or returning there from, except for treason, felony, or breach of peace. If a member of Congress or the General Assembly is stopped for a traffic violation, they will be identified and immediately released. Officers can maintain a summons for a member of Congress or the Georgia Assembly, and serve a copy of this summons to the violator, at a time when they are not in transit to or from an aforementioned session.

RESTRICTED LAW ENFORCEMENT DATA

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D. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States Government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.
3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business, and who are entitled to some degree of diplomatic or consular immunity.
 - a. Diplomatic (blue border for diplomats)
 - b. Official (green border for embassy employees)
 - c. Consular (red boarder for consular personnel)

A brief statement of the bearer's criminal immunity is printed on the back of the identification card.

4. To verify entitlement to diplomatic or consular immunity, an Officer can contact US State Department personnel:
 - a. During regular business hours: (202) 647-1985 or (202) 647-1727
 - b. After regular business hours: (202) 647-7277, (571) 345-3146, or (866) 217-2089
5. Stopping a foreign official and issuing a citation does not constitute an arrest or detention and is permissible. Accordingly, an Officer should never hesitate to follow normal procedures to intervene in a situation involving a traffic violation, even if immunity bars any further action at the scene.
6. Individuals entitled to immunity may be detained, if they are a serious danger to themselves or others. They will not be restrained unless an act of violence is committed.
7. Officers will inform the individual of our responsibility for preserving safety for them and others.
8. A copy of any citations issued, and any other documentation regarding the incident involving persons claiming immunity, shall be documented in an incident report and forwarded through the chain of command to the US State Department.

RESTRICTED LAW ENFORCEMENT DATA

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E. Non-residents

Officers will use the same procedures for non-residents of the agency's service area as residents.

IX. **Parking Enforcement**

All Officers shall be responsible for enforcing parking regulations. When an Officer finds a vehicle ~~which~~ ~~that~~ is improperly parked, he / she may issue a citation and place the violator's copy of the citation on the windshield. If a vehicle presents a significant hazard to the safe movement of traffic, and the owner of the vehicle cannot be located, the Officer may tow the vehicle.

Where signs are properly erected, Officers may also enforce parking violations on private property. Offenses that may be enforced include:

- A. Parking in a fire lane (City Ordinance, 114-398)
- B. Parking in a handicap zone (O.C.G.A. 40-6-226)

X. **Traffic Safety Check Points**

A. Purpose

The primary purpose of a traffic safety check point shall be to ensure roadway safety rather than as a constitutionally impermissible pretext aimed at discovering general evidence of ordinary crime. Traffic ~~safety~~ check points shall only be conducted for the following purposes:

- 1. Driver's license / insurance / registration verification;
- 2. ~~Seatbelt~~ ~~Safety belt and child safety seat~~ compliance;
- 3. Driver impairment; and / or
- 4. Vehicle fitness / vehicle safety compliance;

B. Planning

- 1. The Watch Commander or Special Operations Supervisor is authorized to plan and conduct traffic safety check points based on resources and the purposes outlined in this policy.
- 2. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall document the purpose, approximate time, and location needed to conduct the traffic safety check point on the Traffic Safety Check Point Report.

RESTRICTED LAW ENFORCEMENT DATA

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3. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall send an email to the Patrol Division Commander or his / her designee outlining the planned traffic safety check point.
4. During roll call, the Watch Commander will announce the planned traffic safety check point and explain the procedures to be followed.

C. Procedures

1. A traffic safety check point shall be set up in a location where visibility is clear and where it is possible to maintain an orderly flow of traffic without causing undue congestion.
2. The Watch Commander or designated Shift Supervisor is required to be present at the traffic safety check point.
3. The traffic safety check point shall be clearly identifiable as a police check point with signs, traffic cones, and vehicles utilizing their emergency blue lights.
4. If one of the purposes of the traffic safety check point is for driver impairment checks, all screening Officers shall be sufficiently trained to make an initial determination that a motorist should be given field sobriety tests for intoxication.
5. All employees participating in the traffic safety check point shall wear an approved reflective vest authorized by the Department.
6. After the traffic safety check point has commenced, all vehicles traveling through the location will be checked, keeping the delay of each driver to a minimum.
7. If traffic becomes congested or safety becomes a concern, the Shift Supervisor in charge may stop the traffic safety check point. If conditions improve within a reasonable amount of time, the Shift Supervisor in charge may restart the traffic safety check point.

D. Documentation

After completion of the traffic safety check point, the Shift Supervisor responsible for conducting the check point shall complete the remainder of the Traffic Safety Check Point Report and forward to the Special Operations Supervisor.

XI. **Traffic Direction**

Traffic control functions are performed by sworn employees and auxiliary personnel. All personnel should assess the scene of any location where traffic direction is necessary

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and request assistance, if additional personnel are needed for safety purposes.

A. Use of Reflective Clothing

All personnel will wear reflective clothing / vests for safety when directing or controlling traffic in the roadway. Other equipment may include:

1. Approved headgear;
2. Flashlight and traffic cone;
3. When practical, the police unit will be positioned in a safe place with blue lights activated to warn motorists of an adverse or potential hazard ahead.

B. Manual Traffic Direction and Control

The following methods of hand and arm signals shall be used for manual traffic control:

1. Stopping Traffic

To stop traffic, the Officer should:

- a. Look directly at the person to be stopped until eye contact is made; and
- b. Raise his / her hand at the wrist so that the palm is toward the person to be stopped.

2. Starting Traffic

To start traffic, the Officer should:

- a. Look directly at the person to be started until eye contact is made; and
- b. With palm up, the arm is swung through a vertical semi-circle until the hand is adjacent to the chin. This gesture is repeated until traffic begins to move.

3. Signaling Aids

- a. The whistle, if used, is to get the attention of drivers and pedestrians. It is used as follows:
 - (1) One long blast with a "stop" arm signal.
 - (2) Two short blasts with the "go" arm signal.

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(3) Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

b. The flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The orange traffic cone shall be attached to the end of the flashlight when directing traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicle's headlights providing illumination.

C. Traffic Direction at Collision Scenes

1. Minor traffic collisions requiring a report usually do not present a major problem relative to traffic direction. In these cases, the Officer should note the position of each vehicle and other relevant physical evidence and have the vehicles moved to a safe location, restoring traffic flow, and then complete the ~~report~~ investigation.
2. In serious collisions requiring a thorough investigation, the scene may need protection for an extended period. In these cases, the Officer should:
 - a. Summon sufficient manpower to handle traffic direction responsibilities.
 - b. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.).
 - c. Detour traffic as necessary.
 - d. Contact Traffic Enforcement Unit Investigator, if needed.
 - e. Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic.
 - f. Restore the scene to a safe condition (request the replacement of signs, signals, utility poles, etc.).
 - g. Continue traffic direction duties until traffic flow is normal.

D. Traffic Direction and Control at Fire Scenes and other Critical Incidents

1. Officers directing traffic at fire scenes and other critical incidents will ensure that all private vehicles are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
2. Officers should follow these procedures when directing traffic at a fire scene:

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- a. Summon sufficient manpower to handle traffic direction and pedestrian control responsibilities.
- b. Utilize sufficient equipment to protect the scene (barricades, cones, etc.);
- c. Detour traffic as necessary;
- d. Restore traffic flow;
- e. Continue traffic direction duties until fire scene is cleared.

No vehicle will be allowed to cross fire hoses without the approval of the senior on-scene fire official. (O.C.G.A. 40-6-248)

E. Traffic Control during Adverse Road and Weather Conditions

- 1. Officers may be required to perform traffic direction and control duties when adverse or hazardous road or weather conditions exist. Examples of such conditions include:
 - a. Bad weather occurrences, such as fog, snow or ice on the roadway, flooding, etc.
 - b. Accidental hazards, such as downed trees, debris in the roadway, etc.
 - c. Engineering hazards, such as road construction, traffic light repair, downed power lines, etc.
- 2. When adverse conditions exist, the Officer shall:
 - a. Notify dispatch of the situation and ensure that appropriate agencies are notified (GDOT, Public Works, Utilities).
 - b. Determine what traffic control measures should be taken, to include manual control or the use of temporary traffic control devices, and implement those measures.

F. Traffic Control Devices

On occasion, Officers must manually operate traffic control signal lights, normally to either attempt to recycle a signal light or to place the signal lights on flash or blink. Officers shall manually control traffic control signal devices in the following situations:

- 1. When traffic light malfunctions
- 2. To facilitate movement at traffic accidents or other emergencies

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3. To provide a thoroughfare for a motorcade, funeral procession, etc.
4. To alleviate congestion during planned special events

G. Use of Traffic Control Devices

1. Temporary traffic control devices, such as cones, signs, emergency flashers, barricades, etc., may be obtained from Public Works or Dalton Police Department cone and barricade storage ~~trailer~~ areas. These devices shall be utilized when necessary at a special event or an emergency scene. The Shift Supervisor shall have the authority to request these devices and determine the location for using them.
2. Temporary devices will be removed by police personnel when the event or emergency situation is over and will be returned to Public Works or the Dalton Police Department.

XII. Hazardous Roadway Conditions

- A. When a roadway hazard is identified ~~which~~ that requires immediate correction, Officers shall notify dispatch of the hazard. Officers may be able to remove some hazards, such as tree limbs or other small debris. Other hazards may require Officers to remain on scene until other corrective actions may be taken.
- B. When a roadway hazard is identified ~~which~~ that is not an immediate threat, such as pot holes or obscured traffic signs, Officers shall notify dispatch so the appropriate agency can be notified.

XIII. Traffic Engineering

Collision investigations, citizen complaints / suggestions, and Officers' observations may reveal engineering deficiencies, which contribute to hazardous traffic conditions.

- A. Officers receiving such information shall notify the Traffic Enforcement Unit.
- B. The Traffic Enforcement Unit, in coordination with the ~~Patrol Division Secretary~~ Special Operations Supervisor, shall act as liaisons with the Public Works Department and State Highway Department to assist in identifying traffic engineering deficiencies and providing collision and enforcement data as needed.

XIV. Assisting Motorists

Officers will, at all times, assist and protect citizens and motorists that are in need upon any street or highway. When an Officer observes a stranded motorist, he / she will stop and ascertain what assistance, if any, is required. The Officer shall take whatever action is appropriate to include, but not limited to:

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- A. If the vehicle is disabled upon the roadway and can be pushed to a safe location off the roadway, the Officer will help the person move the vehicle.
- B. If the vehicle has a mechanical failure and cannot be moved from the roadway, the Officer shall arrange to have the vehicle towed, either by owner's requested wrecker service or the "list" wrecker service.
- C. Transport the motorist to the Police ~~Services Center~~ department or any other nearby place of safety.
- D. Relay the motorist's request to dispatch if they need a phone call made to obtain assistance.
- E. Upon the discovery of an emergency, the Officer will immediately notify dispatch and request the proper assistance (ie. EMS, Fire Department, Public Works Department, etc.). Officers will provide dispatch with the nature of the emergency, the apparent condition of any victim(s), and any other pertinent information. After notifying the dispatcher, the Officer will render whatever aid is practical.

In the event a disabled motorist is observed by an Officer on or en route to a call, dispatch will be notified of the motorist's location so another Officer can be dispatched to the location.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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Appendix A

Dalton PD TRAFFIC SAFETY CHECK POINT REPORT

<u>PLANNING</u>		
Date: _____		
_____ approves a Traffic Safety Check Point to be conducted between _____ hours and _____ hours at _____ (Location) for the primary purpose(s) of :		
_____	Driver's License/Insurance/Registration Verification	
_____	Seatbelt Compliance	
_____	Driver Impairment	
_____	Vehicle Fitness / Vehicle Safety Compliance	
Other agencies to participate (list): _____		
Traffic Safety Check Point Supervisor: _____		
Briefing to be held at _____	on _____ at _____	
Time	Date	Location
Notification e-mail sent to Operations Supervisor and Division Commander? ____ Yes ____ No		
Traffic Safety Check Point planned _____ on _____ at _____		
Time	Date	Location
_____ Signature		

<u>FINAL REPORT</u>	
Supervisor of the Traffic Safety Check Point: _____	
Print Name	Signature
Screening Officers: _____	
Exact Location: _____	
Time Started: _____ Time Ended: _____	
Number of Personnel: DPD _____ Other _____	
How was Traffic Safety Check Point Identified: Marked Patrol Cars ____ Blue Lights ____ Signs ____	
Uniformed Officers w/Traffic Vests _____	
Cones ____ Other _____	
Minimal delay for motorists? Yes ____ No ____ (If no, explain) _____	
All vehicles stopped? Yes ____ No ____ (If no, explain) _____	
Was Traffic Safety Check Point stopped and restarted? Yes ____ No ____ (if yes, explain by whom, why, and what times) _____	

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REPORT OF ENFORCEMENT ACTION

<p>Child Restraint: _____</p> <p>Driving Suspended: _____</p> <p>DUI Alcohol: _____</p> <p>DUI Drugs: _____</p> <p>Drug Arrest: _____</p> <p>Equipment Violation: _____</p> <p>No License: _____</p> <p>No Insurance: _____</p> <p>Open Container: _____</p> <p>Registration Violation: _____</p> <p>Seatbelt Violation: _____</p> <p>Warrant Served: _____</p> <p>Other: (specify violations and quantity to the right): _____</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; padding: 5px;">Other Violations</th> <th style="text-align: left; padding: 5px;">Quantity</th> </tr> </thead> <tbody> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> <tr><td>_____</td><td>_____</td></tr> </tbody> </table>	Other Violations	Quantity	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
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COMMENTS:

Constitutionality of Police Traffic Safety Check Point

1. The roadblock was implemented pursuant to a Check Point program that has, when viewed at the programmatic level, an appropriate primary purpose other than general crime control;
2. The decision to implement the specific roadblock in question was made by a supervisor in advance, and not by an officer in the field;
3. All vehicles that passed through the roadblock were stopped, rather than random vehicle stops;
4. The delay to motorists was minimal;
5. The roadblock was well-identified as a police Check Point;
6. The screening officers staffing the roadblock possessed sufficient training and experience to qualify them to make an initial determination as to which motorists should be subjected to field sobriety testing; and
7. Under the totality of the circumstances, the stop of the defendant was reasonable under the Fourth Amendment.

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RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-5.2
Subject Less Lethal Weapons			
Reference		Revised April 25, 2017 <u>May 28, 2019</u>	
Distribution All Personnel	Re-evaluation Date April 25, 2019 <u>April 2021</u>		No. Pages 6

I. Policy

It is the policy of this Department to use only that level of force reasonably necessary to control or otherwise subdue individuals and only carry less lethal weapons authorized by the agency.

II. Definition

Less Lethal Weapons or Force - the use of any weapon or instrument, or any physical action taken by an Officer which is not likely to cause death.

III. Types of weapons and their use

Prior to an Officer carrying a weapon, it shall be reviewed, inspected, and approved by a qualified weapons instructor. The Officer shall also be issued a copy of and instructed on the policies that pertain to that weapon. This shall be documented and forwarded to the training coordinator. Officers shall also show proficiency in the use of a weapon prior to being approved to carry it.

A. Oleoresin capsicum (O.C.) spray, with 10% pepper solution, as issued by the Department, is an appropriate less lethal weapon which can be effectively used in situations falling between physical strength (hands, fists, feet) and impact tool to control persons who demonstrate they intend to do violence to an Officer or third party. It is to be used to avoid physical combat and possible injury to an Officer and / or suspect by making it difficult or impossible, for an otherwise violent person, to fight effectively.

1. All persons sprayed or exposed to O.C. spray shall be provided with a list of instructions on decontamination (see Appendix A).
2. Officers are only authorized to carry and use O.C. spray issued by the Department.
3. O.C. spray is not to be used against persons who are offering passive resistance.

RESTRICTED LAW ENFORCEMENT DATA

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4. Reporting requirements
 - a. A Supervisory Use of Force Review shall be completed anytime O.C. spray is used, except in training.
 - b. Document the circumstances which led to O.C. spray's use, as well as aftercare provided, in the [Supervisory](#) Use of Force Review.
 5. Issuance
 - a. O.C. spray shall not be used until an Officer has read and understands this directive.
 - b. Training and certification are required prior to issuance
 - c. Only water based O.C. spray will be issued.
- B. Officers are authorized to carry the Department issued impact tool, the ASP collapsible baton. (See Appendix B)
1. The impact tool is generally used against an aggressive, unarmed suspect or when lesser levels of control have failed or have been determined by the Officer to be inadequate.
 2. The impact tool, when properly used, is capable of delivering extremely powerful blows to stun and incapacitate an aggressive opponent. It is also capable of delivering lethal or permanently disabling blows. Blows to the head, throat, side of the neck, armpit, or chest cavity must be avoided, whenever possible.
 3. Officers will carry only impact tools authorized by the Department or ASP. Only those Officers trained and / or certified will be authorized to use impact tools.
 4. Reporting requirements
 - a. A Supervisory Use of Force Review shall be completed anytime the ASP is used, except in training.
 - b. Document the circumstances which led to the ASP use, as well as aftercare provided, in the [Supervisory](#) Use of Force Review.
- C. The 12 gauge less lethal shotgun is a shoulder-mounted weapon capable of firing a projectile to immobilize a suspect by means of pain compliance. Its use can assist an Officer in the protection of life and property and / or the restoration of order. The less lethal shotgun shall be considered whenever the use of less lethal options would assist in an arrest, restoring order, and / or reducing the risk of a more serious injury.
1. Deployment:

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- a. The less lethal 12 gauge shotgun will primarily be used by Supervisory personnel with the rank of Sergeant or above.
- b. Must be used in accordance with agency training and manufacturers' instructions.
- c. May be used in emergencies that require deployment of personnel in dangerous situations or as considered alternative to the use of more lethal force.
- d. Normally used in planned assaults, which require the temporary disabling of target individuals, or facilitate maneuver or capture.
- e. Only personnel trained in the use of the less lethal 12 gauge shotgun shall expend this device.
- f. Officers assigned to deliver these rounds should be backed up by other Officers armed with Departmental approved firearm(s).
- g. Emergency medical (first aid) trained Officers or medical personnel will assist after the deployment of the weapon to provide emergency first aid, if applicable.

2. Reporting:

- a. After using a 12 gauge less lethal shotgun in tactical incidents, an incident report will be completed that includes:
 - i. The name of the Supervisor using the less lethal shotgun 12 gauge or authorizing the use of the weapon;
 - ii. Identification of Officer(s) deploying the weapon;
 - iii. Number of rounds expended;
 - iv. Effects on targeted person(s) and injuries;
 - v. Any collateral or unintended injury or damage;
 - vi. A Supervisory Use of Force Review will be completed, with including any medical report attached.

IV. **Unsafe Weapons**

If a weapon is determined to be unsafe or unserviceable, the Officer will notify his / her Supervisor of the deficiency. If another weapon is available, the Officer will be issued a replacement weapon after it has been reviewed, inspected, and approved by a qualified weapons instructor. If there is not a replacement available, the Supervisor will make a determination if the Officer can continue to work in a sworn capacity without the weapon. The Officer will be issued a replacement weapon as soon as a qualified weapon becomes available.

RESTRICTED LAW ENFORCEMENT DATA

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V. **Safety Considerations**

- A. Officers are prohibited from loaning Department less lethal weapons to another person.
- B. Officers, to whom a Department less lethal weapon is issued, are responsible for the safety and security of the weapon while in Officers' possession.
- C. Officers should secure their Department issued less lethal weapons out of the reach of children and others not familiar with the use and danger of the weapons to prevent possible injury to family members and others.
- D. Officers should be aware of the great burden of responsibility and liability that accompany the issuance of ~~a~~ Departmental less lethal weapons.

VI. **Training**

All Officers shall receive refresher and / or in-service training at least annually concerning less lethal weapons that they are authorized to use. This training will require the Officer to demonstrate proficiency with all less lethal weapons they are authorized to carry. This training will be conducted by a certified weapons instructor and documented in the Officer's training file.

If an Officer fails to demonstrate proficiency with any less lethal weapon, the Officer shall not be authorized to carry the weapon until remedial training is completed and proficiency achieved. The training coordinator shall contact the Officer to arrange for remedial training as outlined in GO88-2.11, Training.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

OLEORESIN CAPSICUM (OC) EXPOSURE

You are receiving this document in order to answer some of your questions regarding your exposure to an Oleoresin Capsicum (OC) aerosol spray. You were exposed to an OC aerosol spray with a 10% concentration. This is a form of Pepper Spray. This product does not contain CN, CS, or MACE. OC is a natural pepper derivative.

You need to know the following:

1. If you experience difficulty breathing, you should seek competent medical attention immediately.
2. The severe symptoms of the OC exposure should dissipate within 45 minutes after exposure. If the severe symptoms do not substantially dissipate within 45 minutes, you should seek competent medical attention immediately.
3. You may experience the following for up to 36 hours:
 - a. ***Redness of the affected skin areas***
 - b. ***A burning sensation to the affected skin areas. The sensation may return while shaving, wetting the skin with warm water, etc.***
 - c. ***Reddened, sensitive eyes***
4. You should:
 - a. ***NOT TOUCH any sensitive body areas without first THOROUGHLY cleansing your hands with soap and water. Should you unthinkingly touch your genitalia or other sensitive body part(s) with OC contaminated hands, you will experience excruciating pain.***
 - b. ***Remove all OC exposed clothing as soon as practical to do so. Wash the clothing as you normally would to remove any remaining OC particles.***
 - c. ***Thoroughly wash all OC exposed body areas as soon as practical. Before showering/bathing, thoroughly wash any exposed hair and facial area. This is very important because if you take a shower without first thoroughly washing your hair and facial area, the shower will cause the OC particles to be washed from your head down your body's natural channels to your lower level mucous membranes and your genitalia. This will cause you EXCRUCIATING PAIN.***
5. Do **NOT** rub your eyes - you may only cause any remaining OC particles to become more deeply embedded. Rinse your eyes with sterile water or other appropriate clear, clean, fresh water.
6. Do **NOT** apply any salve, lotion, lanolin, cold cream, etc., to OC exposed body areas. The salve may result in holding the OC particles against the skin and cause further irritation.

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Appendix B

Dalton Police Department Specifications for issued Less Lethal Weapons

Item: *ASP Baton*

Description: Expandable metal baton used as an impact weapon. Overall length is 21 - 26 inches.

Item: *Oleoresin Capsicum (OC) aerosol spray*

Description: A natural pepper derivative with a 10% concentration of active material. The spray, when exposed, causes tearing and irritation of the mucus membranes and is intended to reduce the effectiveness of the offender's attack.

Item: *Departmentally issued 12 gauge Less-Lethal Pump-Action Shotgun and projectile*

Description: A designated less-lethal shotgun capable of firing a projectile that impacts the person causing disabling of the individual to facilitate capture.

Projectile: A 12 gauge bean bag round.

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DALTON POLICE DEPARTMENT

		Effective Date November 23, 2010	Number GO10-5.3
Subject Electronic Control Devices			
Reference		Revised April 25, 2017 <u>May 28, 2019</u>	
Distribution All Personnel	Re-evaluation Date April 25, 2019 <u>April 2021</u>		No. Pages 7

I. Policy

It is the policy of this Department to use only that level of force reasonably necessary to control or otherwise subdue individuals and only carry electronic control devices authorized by the agency.

II. Definition

TASER - A device which is designed to temporarily incapacitate a subject by delivering electronic pulses to the person.

ECD – Electronic Control Device

III. Types of Authorized Electronic Control Devices and their use

A. The ~~M26 and~~ X26 Advanced TASERs ~~are~~ is a hand held battery operated units designed to immobilize a suspect by means of an electrical current. The TASER may be used when a subject is displaying active, aggressive or aggravated aggressive resistance to an Officer attempting to conduct legal law enforcement activities. Deployment of the TASER will be evaluated using the criteria in this directive. Officers must assess the effectiveness of each application and determine whether further applications are warranted or a different tactic should be employed. The decision to use the TASER will be dependent upon the actions of the subject, the threat facing the Officer, and the totality of circumstances surrounding the incident.

1. A Department issued TASER device may only be utilized by Officers that have successfully completed the Department approved training in its use, taught by a certified instructor (See Appendix A). During the training, Officers shall be required to show proficiency with the Taser prior to being approved to carry it.
2. Uniformed Officers carrying the TASER shall carry it in a Department approved holster. The holster will be carried on the duty belt, on the side opposite the duty firearm, in a cross draw position. Non-Uniformed Officers carrying the TASER shall carry it in a Department approved

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holster. The holster will be carried in a cross draw position, on the side opposite the duty firearm.

3. The TASER shall be carried fully armed with the safety on in preparation for immediate use.
4. ~~Officers approved to use the TASER shall be issued a minimum of one spare cartridge as a back up in case of cartridge failure, the need for reapplication, or in case the first cartridge's leads break during engagement. The spare cartridges shall be stored and carried in a manner consistent with training and the cartridges replaced consistent with the manufacturer's expiration requirements.~~
4. Officers approved to use the TASER shall be issued two cartridges. The TASER X2 is designed to load two cartridges at once. If the first cartridge's leads break during engagement, the probes miss their target, or there are multiple subjects, the second cartridge may be deployed.
5. Only agency approved battery power sources shall be used in the TASER.
6. The TASER should be inspected and checked prior to each tour of duty.
7. The TASER shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled, ~~in~~ other than ~~in~~ an operational deployment.
8. A Supervisory Use of Force Review shall be completed anytime a TASER is deployed at a subject, except in training. The review shall contain at a minimum:
 - a. The Officer's approximation of the range at which the unit was employed
 - b. The point(s) of impact on the subject
 - c. The number of five-second cycles used
 - d. The type of clothing the probes encountered
 - e. The serial number of the TASER used
 - f. The serial number of the cartridge used
 - g. The type of discharge (probe, drive stun, or both)
 - h. Evaluation of the effectiveness of the device
 - i. After-discharge actions taken by the Officer(s)

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- j. Any injuries that the Officer is aware suffered by himself / herself and / or the subject as a result of the use of the device

A Supervisory Use of Force Review shall also be completed anytime a TASER is pointed at a subject. The review shall include the same information as above, when applicable.

- 9. An unintentional discharge of the TASER will be reported to a Supervisor immediately, and a report of the incident shall be made within twenty-four (24) hours.
 - a. After the unintentional discharge, the Officer will turn-in the weapon to his/her supervisor and is not authorized to carry the weapon until demonstrating proficiency during documented remedial training conducted by a certified TASER instructor.
 - b. After completing the documented remedial training, the documentation shall be forwarded to the Training Officer to be filed in the Officer's training file.
- 10. The TASER may only be used under the following circumstances:
 - a. To overcome violent or assaultive behavior or its threat;
 - b. To control persons in order to prevent them from harming themselves or others.
- 11. Use of the TASER under the following circumstances is prohibited, unless exigent circumstances are present:
 - a. Against handcuffed subjects
 - b. Against subjects fleeing on foot
 - c. At or from a moving vehicle
 - d. Against subjects known to be pregnant
 - e. Against children under fourteen (14) years of age and / or weighing less than ninety (90) pounds
 - f. Against subjects who are visibly elderly or physically disabled and / or suffering from a debilitating illness
 - g. Against subjects with known neuromuscular disorders such as muscular sclerosis, muscular dystrophy, or epilepsy
 - h. In a situation where deadly force is clearly justifiable, unless another Officer is present and capable of providing deadly force to protect the Officers and / or civilians as necessary

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12. The TASER will not be used under the following circumstances:
 - a. For coercion or intimidation
 - b. To escort or prod subjects
 - c. To awaken unconscious or intoxicated subjects
 - d. Against subjects who are offering only passive resistance
 - e. When the Officer knows the subject has come in contact with flammable liquids or is in a flammable atmosphere
 - f. When the subject is in a position where a fall may cause substantial injury or death
13. Additional Safety Considerations:
 - a. Officers are prohibited from the loaning of a Department TASER to another person.
 - b. Officers to whom a Department TASER is issued are responsible for the safety and security of the TASER while in Officers' possession.
 - c. Officers should secure his / her Department issued TASER out of the reach of children and others not familiar with the use and danger of a TASER to prevent possible injury to family members and others.
 - d. Officers should be aware that a great burden of responsibility and liability ~~that~~ accompany~~ies~~ the issuance of a Department~~al~~ TASER.
14. In preparation of firing, when reasonable, the TASER shall be pointed in a safe direction, taken off safe and then aimed. Center mass of the subject's back is the primary aiming point. Low center mass of the subject's torso, below the chest, or his / her legs are the secondary targets.
15. Prior to use, when practical, a warning to the subject and other Officers should be given.
16. Fixed sights should be used as the primary aiming device and the laser dot~~(s)~~ as the secondary aiming device.
17. TASER probes may not be intentionally fired at the face, head, neck, or groin, unless the use of deadly force would be justified.
18. Use of the "Drive Stun" is discouraged, except in situations where the "probe" deployment is not possible. If initial application is ineffective, ~~the~~ Officer will reassess ~~the~~ situation and consider other available options.

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19. Officers should not intentionally activate more than one TASER at a time against a subject.
20. All subjects who have been exposed to a TASER application should receive a medical evaluation by emergency medical responders in the field or at a medical facility. Subjects who have been exposed to prolonged application, more than fifteen (15) seconds, should be transported to the emergency room for evaluation. Personnel conducting the evaluation should be made aware that the suspect has experienced prolonged TASER application.
21. If the TASER probes have penetrated the skin in a sensitive area (head, neck, groin, or breast of a female) or the Officers have difficulty removing the probes (i.e. probe/barb separation), the subject will be transported to ~~an~~ the emergency room or other medical facility to have the probes removed. If the probes are embedded in non-sensitive areas, a trained Officer may remove them.
22. All subjects who have received a TASER application should be monitored regularly while in custody, even if they received medical care.
23. After the TASER is used, probes should be removed from the suspect as soon as possible, after the ~~suspect~~ subject is handcuffed.
 - a. If there is an indication that there is serious injury or any complications, EMS should be called to the scene before the probes are removed.
 - b. Photographs of the affected area should be taken after the TASER is used, with the subject's consent.
24. Jail / Detention personnel shall be notified at the time of booking that the subject has been ~~exposed to a stunned-with~~ TASER application, ~~whether through probes deployment or received a direct drive~~ stun.
25. A TASER may also be effective against aggressive animals. The same reporting protocols shall be followed when a TASER is deployed on an animal.
26. When the TASER has been used operationally, the Officer will collect the air cartridge, wire leads, darts, and AFID tags as evidence and process ~~it~~ them as such.
27. Supervisors should respond to all incident scenes where a TASER was deployed and conduct a Supervisory Use of Force Review.
28. Supervisors shall also:

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- a. Download the data record of the TASER prior to the end of the shift in which a reported use of TASER incident occurs, and save the data to the appropriate file.
- b. Download the data record of each TASER under their command annually, regardless of reported use.
- c. The downloaded data shall be tabulated and a summary prepared for inclusion in the Department annual use of force report.

B. Unsafe TASERS

If a TASER is determined to be unsafe or unserviceable, the Officer will notify his / her Supervisor of the deficiency. If another TASER is available, the Officer will be issued a replacement weapon after it has been reviewed, inspected, and approved by a qualified weapons instructor. If there is not a replacement available, the Supervisor will make a determination if the Officer can continue to work in a sworn capacity without the TASER. The Supervisor has the authority to allow the Officer to borrow an operable TASER from another Officer / Supervisor until one becomes available. The Officer will be issued a replacement TASER as soon as one becomes available.

IV. Training

Prior to an Officer carrying an ECD, it shall be reviewed, inspected, and approved by a qualified weapons instructor. The Officer shall also be issued a copy of, and instructed on, the policies that pertain to the ECD. This shall be documented and forwarded to the Training ~~Coordinator~~-Officer.

All Officers that carry an ECD shall receive refresher and / or in-service training at least annually. This training will be provided by a certified ECD instructor and will be documented in the Officers' training file. The training will require the Officer to demonstrate proficiency with the ECD.

If an Officer fails to demonstrate proficiency with the ECD, the Officer shall not be authorized to carry the ECD until remedial training is completed and proficiency achieved. The Training ~~Coordinator~~-Officer shall contact the officer to arrange for remedial training, as outlined in GO88-2.11, Training.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

Dalton Police Department Specifications for Issued Electronic Control Devices and Cartridges

Item: ~~M26~~ and X26 Advanced Taser

Description: A hand-held, battery operated, electronic control device designed to temporarily incapacitate a subject by delivering electronic pulses to the person.

Item: ~~M26~~ and X26 Advanced Taser Cartridges

Description: A 21 ft or 25 ft cartridge manufactured by TASER International and designed for use with the ~~M26~~ and X26 Advanced Tasers.

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DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-4.12
Subject Report Writing			
Reference 		Revised April 25, 2017 <u>May 28, 2019</u>	
Distribution 	All Personnel	Re-evaluation Date April 25, 2019 <u>April 2021</u>	No. Pages 11

I. Policy

The Dalton Police Department prepares written and computerized reports in order to better manage the Department, document events, and support the criminal justice process through effective communications.

II. Procedures

A. Reports

Reports shall be initiated, maintained, and safeguarded in appropriate form, for the following situations:

1. Citizen Complaints
2. Citizen reports of crime
3. Follow-up investigations
4. Incidents involving arrests, citations, or summons
5. Criminal and non-criminal cases initiated by Officers
6. Motor Vehicle crash investigations
7. Incidents resulting in an employee being dispatched or assigned

In some instances, the Department uses standard forms for the purpose of aiding Officers and employees in preparing written communications. However, the failure to have a proper form does not relieve the Officer or employee of the responsibility of producing the report. When in doubt, and no standardized form or report is available, a blank sheet of paper or a computer based format of documentation will be used.

B. Report Preparation

Reports prepared by employees and Officers of the Dalton Police Department:

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1. Contain correct information based on accurate notes;
2. Are brief and explicit, including relevant information regarding the elements of the crime;
3. Clearly communicate ideas;
4. When applicable, answer the following questions:
 - a. **Who** was involved?
All persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain first, middle, last names, possible aliases, home and work address, telephone numbers, dates of birth, and race.
 - b. **What** happened?
Exactly what type of offense was committed, what means of transportation, tools, or equipment was apparently used? What was the actor's *modus operandi*? For example, did the actor use direct attack, or were his tactics more indirect or crafty?
 - c. **When** did it occur?
Record the crime discovery time and the time the crime is likely to have occurred. Also, indicate the time witnesses and victims are contacted and arrests made.
 - d. **Where** did it happen?
Location is to be as exact as possible. If unable to obtain an address, record the nearest intersection or permanent landmark. Look for evidence that the crime could have started somewhere else and ended up at the *reported location*.
 - e. **Why** did this incident occur?
Was the apparent motive or purpose of the crime *revenge, monetary or personal gain, thrill, drug-related, accidental*, etc.?
 - f. **How** did it happen?
Based on reasonable observations at the scene, and information provided by witnesses, explain *how entry was made, how property was obtained, or how the suspect chose and approached the victim*.
5. Avoid inappropriate language, such as slang or jargon, unless quoting a suspect, witness, or victim;
6. Avoid using radio codes, numerical designations, or other terms particular to law enforcement in report narratives;
7. Are Printed or written legibly;

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8. **Are Be** objective and unbiased, recording information whether positive or negative;
9. Contain correct grammar and spelling;
10. Place events in chronological order;
11. Utilize the Department data entry standards (see Appendix A).

C. Report Style

Good reports, even technical reports, contain a lot of facts, but should be easy to read and understand. Remember, the reports you write today will be seen by a jury tomorrow, and you will be judged by the way you write, what you say, and the way it is stated.

1. Write the *way you talk* in a normal conversation. Add details the way you speak. Avoid writing *Unit 16 approached the door and spoke to Suspect #2*. Instead use, *I walked to the door and spoke with Mr. Doe*.
2. Write in the *first person singular*. Use *I* or *me*, not *Officer Johnson*.
3. Write in the past tense if it happened in the past, not *Approaching the car I see the gun in the back seat*. Instead, *I walked along the driver's side of the car and saw the gun in the back seat* .
4. Reference a dictionary and / or a thesaurus as needed. Using the right word to describe your meaning is important.
5. Use everyday words and avoid unfamiliar wording.
6. Avoid using police jargon.
7. Be very careful about using the word *suspect*. Are they really suspects or simply individuals? If a suspect's name is available, use it in the report.
8. Lastly, read over your report when you are finished. Ask yourself, would a regular citizen clearly understand this report? If the answer is *no*, a jury will not understand it either. Redo it!

D. Incident Reports

Incident reports are documented electronically through the Department's records management system and are designed to:

1. Provide a means whereby Officers can conduct and record a *preliminary investigation* of a criminal offense;
2. Provide complete and accurate information for follow-up investigation and prosecution;

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3. Provide patrol Officers and Investigators with certain decision-making points that enable them to identify follow-up investigative needs;
4. Improve control of the report flow process within the Department, thereby improving report access and statistical recording; and
5. Aid other Officers in the collection of *crime data, patterns, suspect information, and the determination of the modus operandi*, etc.

Incident reports should be completed for all criminal acts and suspected acts. These reports clearly and concisely report elements of the crime by answering critical *who, what, when, where, how, and why* questions. Incident reports may be completed by phone when victim(s) are outside the jurisdiction of the Dalton Police Department, and the distance is too great for them to respond to the City of Dalton, and or there is no physical evidence to collect.

Incident reports will also be completed for incidents when property is found but the owner cannot be determined; when the Officer spends a substantial amount of time on a call for service; where the Officer feels an incident report needs to be completed; or when a citizen requests a report be initiated.

E. Accident Reports

1. Roadway Collisions

- a. Roadway refers to that portion of the highway improved, designed, or ordinarily used for vehicular traffic, exclusive of the berm or shoulder.
- b. All collisions occurring on the roadway, when the damage exceeds \$500 or a driver requests a report, shall be reported on the Georgia Uniform Motor Vehicle Accident Report (DMVS 523). Officers shall use the electronic version of this form for reporting.
- c. If there is insufficient space on the report for injuries, witnesses, or remarks, a Continuation Sheet (DMVS 523C) shall be used.
- d. All roadway collisions shall be reported according to the Georgia Uniform Vehicle Accident Report Instruction Guide.

2. Private Property Collisions

- a. Private Property refers to any property that is not owned or leased by any government that the public may or may not have access to. Examples include driveways, privately owned streets, shopping center parking lots, and other private parking areas.
- b. Officers will report private property collisions on a "Private Property Accident Report Form" for hit and run collisions, collisions when offense(s) have occurred in which charges can be made, damage to public or private property, public vehicles,

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collisions involving extensive damage, or in unusual and complicated collisions. Officers shall use the electronic version of this form for reporting.

- c. In other collisions occurring on private property, the officer should distribute and explain the "Personal Report of an Accident" form.

F. Report Submission

Reports should be completed in a timely manner, either during or shortly after the shift on which the incident / accident was reported. Officers shall turn in the reports electronically through the Department's records management system or to their Supervisor for evaluation, approval, and further action by the Department. Officers shall receive Supervisory approval if a report cannot be completed and more time is needed.

G. Non-Custody Booking

The non-custody booking will be completed every time an Officer takes physical custody of a suspect or fugitive and shall be submitted electronically through the Department's records management system. The non-custody booking includes sex, race, date of birth, age, home address, specific charge, and case number.

H. Supplementary Reports

Supplementary reports are used when additional information is discovered through an investigation. The Officer who discovers this new data is responsible for the supplementary report. The updated portion is attached to the original report with the corresponding case number electronically through the Department's records management system. These supplemental reports will contain the same level of detail as contained in the original report, but as observed by the Officer completing each supplemental report. The Officer completing the supplemental report shall include his / her name in the narrative to indicate who is writing the supplemental.

I. Field Interview Reports

Field Interview Reports are used when Officers document a suspicious person(s) or vehicle(s) he / she comes into contact with, to possibly be used at a later time for investigative purposes. A Field Interview Report (FIR) will be submitted electronically through the Department's records management system by the originating Officer / Investigator during their tour of duty.

J. File Maintenance

The Dalton Police Department maintains a comprehensive report filing system. Reports are filed and indexed as data is received and approved by Supervisors.

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K. Confidentiality of Records

Law enforcement records contain critical and potentially life threatening information. Such mundane information as complainant's address, location and phone number; trial and appearance dates; potential witness lists; and status of a case, if released into the wrong hands, can cost an Officer or resident their life. All report information released by the Dalton Police Department will be done in accordance with the rules pertaining to the Georgia Open Records Act.

Police reports and files are reported, collected, and disseminated on a need-to-know basis. Just because an Officer or employee is an employee of the Department does not mean that he or she needs or should know vital information about an open case or a case pending for trial. As a result:

1. Case information will not be discussed or released outside of those Officers and employees having a strict need to know.
2. An Officer or employee will not release to non-law enforcement personnel case information until after verification of a need-to-know is established.

This policy supersedes any previous policies issued.

BY ORDER OF

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APPENDIX A

Dalton Police Department Data Entry Standards

All Dalton Police Department personnel shall use the standards and procedures set forth in this document for data entry to enhance accuracy and minimize the duplication of records and data in the system.

All entries made into the system will be made in Upper Case format.

Name Entry Standard

All names shall be entered with as much information as possible (e.g. Last, First, Middle, and Name Suffix). Full Legal Name, if known, shall be used at all times. Abbreviated versions or nicknames shall be listed as an alias to the real name. If parts of the name or other fields are unknown, leave the field blank. Do not enter UNK or NMN in any name field. Middle Initials are permitted, but do not use punctuation. No punctuation is to be used in the name fields except for hyphens and only under special circumstances.

<i>Example:</i>	<i>Last</i>	<i>First</i>	<i>Middle</i>
Correct	SMITH	RONALD	THOMAS
Correct	SMITH	RONALD	T
Incorrect	SMITH	RON	
Incorrect	SMITH	RONALD	T.

Name suffixes

Name suffixes shall not be entered in the last name field. This information will be entered in the suffix name field which is located directly after the middle name field.

Titles

Titles, such as Doctor, Professor, Officer, Deputy, etc., shall not be entered in a name field. The suffix field may be used for titles. Abbreviations for titles are acceptable without the use of punctuation. Examples: MD, PHD, OFF, DEP

If the individual has both a professional title and suffix, the suffix shall be placed in the suffix field and the professional title in the comments field.

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Multiple Surnames

If the legal name is hyphenated, enter the hyphenated name into the data field. The hyphen shall be placed between the two last names. Variations of the name can be added as aliases.

Example:

Correct Entry:

Real Name Screen	RODRIGUEZ-VASQUEZ	JOSE	ANGEL
1 ST Alias	RODRIGUEZ	JOSE	ANGEL
2 ND Alias	VASQUEZ	JOSE	ANGEL

Incorrect Entry	RODRIGUEZVASQUEZ	JOSE	ANGEL
Incorrect Entry	RODRIGUEZ GONZALES	JOSE	ANGEL

Correct Entry:

Real Name Screen	SIMPSON-FIELDS	SHARON	A
1 ST Alias	SIMPSON	SHARON	A
2 ND Alias	FIELDS	SHARON	A

Incorrect Entry	SIMPSONFIELDS	SHARON	A
Incorrect Entry	SIMPSON FIELDS	SHARON	A

Names with Apostrophes

Names with apostrophes shall be entered with no apostrophe and no space between the letters. The name shall be entered as a single word.
(OBRIEN and ONEIL should be used instead of O'BRIEN and O'NEIL.)

Compound Names

Compound names shall be entered without spaces. For example, DE LA ROSA shall be entered as DELAROSA, ST. MARIE shall be entered as STMARIE, and VAN HOOSER as VANHOOSER. No punctuation is permitted with compound names.

Alias Entry Standard

A separate alias name record shall be created for any name other than the person's legal name. The alias entry shall only contain data in the name field, DOB field, and the SSN field.

An alias should only be entered when the entry person can absolutely state that the name in question refers to the same individual.

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Business Name Entry Standard

Enter the name of a business in the last name field only. The word “The” shall be eliminated at the start of the business name for entry into the system. Omit corporate designations, such as INC, CO, and punctuation. Hyphens and ampersands (&) shall be used if they are part of the official name of the business.

Example:

Correct Entry:

Last: HOUSE OF PAIN First: Mid:

Incorrect Entry:

Last: THE HOUSE OF PAIN First: Mid:

Incorrect Entry:

Last: HOUSE OF First: PAIN Mid:

The ampersand (&) shall not be used to replace the “and” in business names, but may be used if the ampersand is a valid part of a business name. If used, the ampersand (&) shall have a space on either side of the ampersand character.

Example:

Correct Entry:

Last: BB & T First: Mid:

Incorrect Entry:

Last: BB&T First: Mid:

Business names that are numbers shall be entered as numbers. For example, HIGHWAY 5 CONSTRUCTION, 7-11, ABC 123, are all acceptable methods of entry.

Doctors, Dentists, and Attorneys (the business, not the individual) will be entered completely in the last name field. These names should not have any character inserted into the data field.

MARK H LEOPOLD DDS
GARY R DONATH MD

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Address Entry Standard

Whenever possible, obtain a street address for all names that are entered into the system. A mailing address is the next best option. If both addresses are to be entered, the street address shall be entered into the address field and mailing address shall be added to the comments field. If the mailing address is a post office box, the designated abbreviation is PO BOX 123.

Standards for address entry into the system are based on the U.S. Postal Services Standardized Addressing Guidelines.

Address Parts

Address shall be in this order: House Number, direction, street name, and street type.

Examples: 1505 W WALNUT AVE
2759 N CEDAR ST

APT, ROOM, SUITE, BUILDING shall not be entered into the address. Simply replace the designation with a semicolon (;) and include the numerical value.

A semi-colon (;) shall be added after the street type for additional identifiers to the address, such as building number, apartment number, etc.

Examples: 1505 W WALNUT AVE; 123
2759 N CEDAR ST; B

Street Names

All street names will be listed with complete names. No abbreviations shall be used. WAL is not an acceptable for WALNUT AVE.

All numbered streets shall use the numeric symbol. FIRST ST is not acceptable for 1ST ST. FIFTH AVE is not acceptable for 5TH AVE.

Fractional Addresses

Enter all fractional addresses as a fraction. (1/2, 2/3)

Intersections

Use an ampersand (&) to indicate an intersection such as HWY 52 & AIRPORT RD

City Names

No abbreviations should be used for city names. DAL is not acceptable for DALTON.

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Street Extensions

The following abbreviations are to be used:

Alley	ALY	Avenue	AVE
Boulevard	BLVD	Circle	CIR
Cliff	CLF	Court	CT
Crossing	XING	Drive	DR
Extension	EXT	Grove	GRV
Heights*	HTS	Highway	HWY
Lane	LN	Loop*	LOOP
Mountain**	MTN	Park	PARK
Parkway	PKWY	Place	PL
Point	PT	Post Office Box	PO BOX
Ridge**	RDG	Road	RD
State Route*	SR	Street	ST
Terrace	TER	Trail	TRL
Way	WAY		

* This extension is not currently used for roads within the city of Dalton.

**These extensions are not used in the city of Dalton; however, they may be found spelled out as part of a street name.

The geobase roads table adheres to USPS standards for street extensions. Please consult http://www.usps.com/ncsc/lookups/abbr_suffix.txt for help with finding the proper extension when entering an out of town or new address.

North	N	Northeast	NE
East	E	Northwest	NW
South	S	Southeast	SE
West	W	Southwest	SW

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DALTON POLICE DEPARTMENT

		Effective Date April 24, 2012	Number GO12-6.3
Subject All Hazard Plan			
Reference 		Revised September 26, 2017 <u>May 28, 2019</u>	
Distribution 	All Personnel	Re-evaluation Date September 26, 2019 <u>April 2021</u>	No. Pages 23

I. Policy

It is the policy of the Dalton Police Department to be prepared use the National Incident Management System and the Incident Command System model of response for command and control of incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrest, bomb threats, hostage / barricaded persons situations, acts of terrorism, and other unusual incidents. In addition the NIMS / ICS will be used for all planned events.

II. Purpose

The purpose of this policy is to provide planning, response, and initiatives, and to expedite the mobilization of Department personnel in an effective and efficient manner to those incidents and disasters that are considered extremely unusual in the range of ordinary human experiences. A disaster and critical incident include but are not limited to:

Natural Disasters – Earthquake, flooding, severe weather, and large scale fires

Man-made Disasters – Mass transportation accidents, hazardous materials accident, explosions, terrorism/ weapons of mass destructions, violence at educational facilities, bomb threats, civil disturbance, hostage situation, barricade person, and other unusual incidents

Pandemics – an epidemic of infectious disease that is spreading through human populations across a large region

III. Definitions

- A. *Agency Representative* – An individual assigned to an incident from an assisting or cooperating agency who has the authority to make decisions about that agency's participation.
- B. *Area Command* – The purpose of Area Command is to oversee the management of multiple incidents each being handled by a separate NIMS / ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

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- C. *Assisting Agency* – An agency contributing tactical or other direct resources.
- D. *Base* – The location at which primary logistics functions for an incident are coordinated and administered. There is only one base for an incident. The base may be co-located with the Incident Command Post.
- E. *Casualty Collection Point (CCP)* – A location near the incident, which provides an area to triage, treat and transport victims.
- F. *Check-In* – The process through which resources first report to an incident. Check-in locations include the incident command post, staging areas, or directly on site.
- G. *Chief* – The NIMS / ICS title for individuals responsible for command of the five basic ICS functional sections (Command, Operations, Planning, Logistics and Finance/Administration).
- H. *Command Staff* – The ICS title for a group consisting of the Information Officer, Safety Officer, and Liaison Officer. They report to the Incident Commander.
- I. *Cooperating Agency* – An agency assisting with other than tactical or other direct resources, includes but is not limited to the Red Cross, the telephone company, power company, etc.
- J. *Critical Facility* – Infrastructure locations deemed so vital that destruction/disruption of all or part of them would threaten the ability of the governing authority to provide essential services and emergency assistance to the community.
- K. *Emergency Operations Center (EOC)* – The EOC is a pre-designated facility that is designed to provide broad, overall direction and support for an incident. Tactical control and on-scene management remains the responsibility of the Incident Commander.
- L. *Function* – Under NIMS / ICS, the structure includes Command, Operations, Planning, Logistics and Finance/Administration functional sections.
- M. *Incident Action Plan (IAP)* – An oral or written plan that contains objectives reflecting the overall strategy and specific tactical actions and supporting information for the next operational period. When written, there may be specific sub-plans for traffic, communications, safety operations, etc...
- N. *Incident Commander (IC)* – The individual responsible for the management of all incident operations at the incident scene.
- O. *Incident Command Post (ICP)* – The field location at which the primary tactical-level, on-scene command functions are executed. The ICP may be co-located with other incident facilities.
- P. *Incident Command System (ICS)* – An integral tool for managing a critical incident that is designed to control personnel, equipment, supplies and communications at the scene of a critical incident involving one or more agencies for any emergency, regardless of type of size.

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- Q. *Information Officer (IO)* – A member of the ICS command staff responsible for contact with the media or other agencies requiring direct information.
- R. *Liaison Officer (LO)* – A member of the ICS command staff responsible for coordinating with representatives from cooperating and assisting agencies.
- S. *National Incident Management System (NIMS)* – Provides a consistent nationwide approach for federal, state, local and tribal governments; the private sector and non-governmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size or complexity and for interoperability and compatibility among federal, state, local, and tribal capabilities.
- T. *Planned Event* – Any event that is likely to require deployment of significant resources, and about which the department has advance notice. Planned events include, but are not limited to:
1. Parades
 2. Funerals
 3. Public Events
 4. Civil Demonstrations
 5. Special Details (Fireworks, etc.)
- U. *Safety Officer (SO)* – A member of the ICS command staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring the safety of assigned personnel.
- V. *Staging Area* – Location(s) during an incident where resources can be placed while awaiting tactical assignment.
- W. *Transfer of Command* – The process of moving the responsibility for incident command from one Incident Commander (IC) to another.
- X. *Unified Command* – An application of NIMS / ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through designated members of the UC, to establish a common set of objectives and strategies and a single IAP.
- Y. *Weapons of Mass Destruction* – Any weapon or device that is intended or has the capability of causing death or bodily injury to a significant number of people and / or severe disruption of transportation, communication, agricultural, medical or public facilities

IV. **All Hazard Procedures**

Critical incidents must be managed by a sense of order, and in most cases, the first responder / Incident Commander must achieve order from chaos before incident stabilization can occur.

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The first responding Officer must establish immediate control over all public safety responders, who in turn will assist in gaining control over the general public.

First responding Officer performs the following functions when responding to any unusual or critical incident:

- A. Assess the situation
- B. Notify communications of the incident
- C. Request any necessary assistance from officer resources or other agencies
- D. Establish a command post and staging area if necessary
- E. Initiate the NIMS / ICS
- F. Assume the role of the Incident Commander until relieved by a Patrol Division Supervisor

V. **Incident Command System (ICS) All Hazards Plan**

NIMS / ICS shall be used for planned events, or for a large range of critical incidents such as natural and man-made disasters, civil disturbances, mass arrests, bomb threats, hostage / barricaded persons situations, acts of terrorism, and other unusual incidents.

NIMS / ICS operations are predicated upon the principles of:

- 1. Protecting life and providing for the safety of emergency responders and the public.
- 2. Stabilizing the incident by developing a strategy that will minimize the effect it has on the surrounding area.
- 3. Conservation of property by minimizing the effect(s) on the environment while accomplishing the action plan developed to bring closure to the incident.

The NIMS / ICS allow for the transfer of command to a more senior Officer when a senior Officer deems necessary. In the event a transfer of command takes place, it should be done in person and only after a detailed briefing has taken place.

The NIMS / ICS structure is extremely flexible and has the ability to expand or contract to meet demands faced in resolving an incident regardless of size of complexity.

The Incident Commander is responsible for overall incident management and oversees the functional areas of NIMS / ICS, which include:

- A. Command
- B. Operations
- C. Planning

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- D. Logistics
- E. Finance and Administration

VI. **Incident Commander**

All events have an Incident Commander who is responsible until authority is transferred to another. The role of Incident Commander will be assumed by the first ~~Patrol Supervisor~~ Officer on scene. Whitfield County 911 shall be notified as to who the Incident Commander is, and of any subsequent transfer of command as soon as practical. Whitfield County 911 will also be notified of the location of the Incident Command Post. The Incident Commander is responsible for activating the NIMS / ICS, designating staff, as necessary, and the subsequent management of all incident operations at the incident scene, including, but not limited to:

- A. Ensuring incident safety
- B. Establishing an Incident Command Post
- C. Obtaining a briefing from the prior Incident Commander and/or assessing the situation
- D. Establishing immediate priorities and directing initially arriving resources
- E. Determining incident objectives and strategy(s) to be followed
- F. Establishing a staging area, when necessary, and maintain accountability for the safety of personnel and the public and for task accomplishment
- G. Establishing the level of organization needed, and continuously monitoring the operation and effectiveness of that organization
- H. Maintaining an effective span of control.
- I. Managing planning meetings, as required.
- J. Approving and implementing the Incident Action Plan
- K. Coordinating the activities of the NIMS / ICS Command and General Staff
- L. Approving requests for additional resources or for the release of resources
- M. Establishing a necessary liaison with other agencies
- N. Directing the expansion or contraction of the NIMS / ICS organization based on the three priorities of life safety, incident stability and property conservation and activating other sections, as needed, e.g. Operations, Planning, Logistics or Finance / Administrative Sections.
- O. Identifying contingencies which may affect ongoing operations and plan accordingly, making necessary notifications and requesting resources that could reasonably be

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expected to offset contingent actions

- P. Ordering demobilization of the incident when appropriate
- Q. Ensuring incident after-action reports are complete
- R. Transferring the command in an orderly manner and briefing the incoming commander on the incident status.

VII. **Transfer of Command**

- A. The incoming Incident Commander should, if at all possible, personally perform an assessment of the incident situation with the existing Incident Commander.
- B. The incoming Incident Commander must be adequately briefed by the current Incident Commander. The briefing will cover the following:
 - 1. Incident History
 - 2. Priorities and Objectives
 - 3. Current plan (written or oral, depending on incident size, requirements)
 - 4. Resource assignments
 - 5. Incident organization
 - 6. Resources ordered/needed
 - 7. Facilities established
 - 8. Status of communications
 - 9. Any constraints/limitations
 - 10. Incident potential
 - 11. Delegation of Authority
- C. Determine the appropriate time for transfer of command
- D. At the appropriate time, notice of change in Incident Command shall be made to:
 - 1. Chief of Police and Dalton Police Department Command Staff
 - 2. ICS Command Staff, if designated
 - 3. ICS General Staff, if designated
 - 4. All incident personnel

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5. Whitfield County 911

VIII. **Command Staff**

Command Staff is assigned to carry out staff functions needed to support the Incident Commander and those not specifically identified in the General Staff functions. These positions include the designation of a Liaison Officer (LO), Safety Officer (SO) and an Information Officer (IO). Additional assistants and command staff positions may be assigned, as determined by the Incident Commander.

The Command function addresses the following areas:

1. Activating the Incident Command System
2. Establishing a Command Post
3. Initiating the notification and mobilization of additional agency personnel
4. Obtaining support from other agencies
5. Establishing a staging area, if necessary
6. Providing public information and maintaining media relations
7. Maintaining the safety of all affected personnel
8. Preparing a documented After Action Report

IX. **General Staff**

General Staff is comprised of the respective Section Chiefs who oversee the remaining four functional areas of ICS: Operations, Planning, Logistics and Finance and Administration. The General Staff forms the incident management team and is responsible for reporting to the Incident Commander the status and needs of the functions under their respective control.

X. **Operations Function**

The Operations Section Chief is responsible for:

- A. Establishing Perimeters
- B. Ensuring the safety of assigned personnel
- C. Conducting evacuations
- D. Maintaining command post and scene security
- E. Providing for detainee transportation and processing
- F. Directing and controlling traffic

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- G. Conducting on-going and post-incident investigations
- H. Directing and coordinating all tactical operations as required by the primary mission
- I. Requesting or releasing resources with the acknowledgement of the Incident Commander
- J. Implementing the activities specified in the Incident Action Plan
- K. Keeping the Incident Commander advised of the status of the situation and resources.

XI. **Planning Function Responsibility**

The Chief of Police, or his / her designee, shall have the primary responsibility for the planning of responses to critical incidents within the Dalton Police Department's jurisdiction. The Whitfield County Emergency Management Agency is responsible for pre-incident coordinating, planning, and training; and in the event of a critical incident, the coordination of resources to recover from the incident. The Patrol Division Operations Supervisor will serve as liaison between the Department and the Whitfield County Emergency Management Agency. Actions taken by the Department during critical incidents will be consistent with the Whitfield County Emergency Operations Plan.

The Planning Section Chief is responsible for the collection, evaluation, and dissemination and use of information about the development of the incident and the status of resources. The Planning Section will address the following:

- A. Preparing a documented Incident Action Plan which defines response activities and use of resources for a specified period of time.
- B. Gathering and disseminating information and intelligence
- C. Gathering maps and situation maps of locations involved in the incident
- D. Planning post-incident demobilization

XII. **Logistics Function**

- A. The Logistics Section provides manpower, facilities, services, and materials in support of the incident. The Logistics Section Chief addresses the following.
 - 1. Communications
 - 2. Transportation
 - 3. Medical support
 - a. Triage Area
 - b. Casualty Information

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4. Food services and supplies
 5. Specialized team and equipment needs
- B. In large-scale and / or long term incidents, the Section Chief will identify the logistics base of operation. The Section may be further divided into Support and Service Branches with subordinate units to provide facilities, ground support, and medical unit for the care of assigned personnel.
- C. Logistics personnel shall develop a plan that will provide the necessary resources through the duration of the event / incident.

XIII. Finance / Administration Function

- A. The Finance / Administration Section oversees:
1. Recording personnel time
 2. Procuring additional resources
 3. Recording expenses
 4. Documenting injuries and liability issues.
 5. Any other cost analysis/recuperation activities and compensation / claims
- B. The Finance Section Chief is responsible for tracking incident costs and reimbursement accounting.
- C. In large-scale and/or long-term incidents, the Sections may be further divided into individual Time, Procurement, Compensation / Claims and Cost Units.

XIV. Law Enforcement / Military Support

- A. In accordance with the Department's plan for providing aid to other jurisdictions, the Department will request support as needs arise. Support agencies include, but are not limited to:
1. Whitfield County Sheriff's Department
 2. Georgia State Patrol
 3. Georgia Bureau of Investigation
- B. If it becomes necessary, the Chief of Police will notify the mayor to request assistance from the National Guard by notifying the Governor. The Governor may then, in his discretion, if he deems the apprehension well founded or the disaster of sufficient magnitude, order into active service of the state, for such a period to such extent, and in such manner as he any deem necessary, all or part of the organized militia (O.C.G.A. 38-2-6).

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XV. **Activation of the NIMS/ICS**

With a decision to implement the NIMS / ICS, the Incident Commander shall:

- A. Identify a Safety Officer (SO), an Information Officer (IO), and Liaison Officer (LO)
 - 1. The (SO) is responsible for:
 - a. The immediate safety of assigned personnel
 - b. Correcting unsafe acts through the chain of command; however, the (SO) may exercise emergency authority to stop unsafe acts when such action is immediately required to protect life.
 - 2. The (IO) is responsible for:

The agency's Public Relations Specialist will function as the agency's liaison whenever the Unified Area Command is activated.
 - 3. The (LO) is the primary contact for coordinating with agencies assisting in an incident. The (LO) will coordinate with the agency's Legal Advisor (if not functioning in that capacity), who shall function as the agency's Court and Prosecutorial Liaison and advise the Chief of Police on all legal matters.
- B. Ensure notifications to the chain of command are instituted in accordance with existing procedures.
- C. Retain the elements of the Incident Command process unto himself / herself, or appoint one or more Section Chiefs to carry out the General Staff Functions, if necessary, for the coordination of incoming resources.
- D. Oversee the development and implementation of an Incident Action Plan to resolve the event/incident.
 - 1. Refer to existing written objectives and Whitfield County Emergency Operations Plan.
 - 2. Consider the immediate implementation of emergency staffing configurations to better provide personnel and other resources.
 - 3. For short-term events, the Incident Action Plan need not be written. A written plan is required when:
 - a. Resources from multiple agencies from within or outside the County are used.
 - b. Several Jurisdictions are involved.
 - c. The incident is complex; i.e. changes in shifts of personnel or equipment are expected or required.

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- E. If not already operating in that mode, ensure that all radio communications take place in “plain talk”.
 - 1. Direct Communications to establish a radio channel to initially handle the event.
 - 2. Ensure that Communications advises any responding agencies of the channel being used.
 - 3. Remain mindful that electronic data communications are not available to all agencies responding to a request of mutual aid assistance.
- F. Follow direction from Area Command, if activated. The Incident Commander is responsible at the scene, while the Area Commander is responsible for countywide or multiple jurisdictional activity. There can be more than one scene, and thus, more than one Incident Command Team reporting to the Area Command.
- G. Consider activation of Tactical Teams as needed.
- H. At the appropriate time, plan for an orderly demobilization of all resources and the gathering of necessary documents and materials to provide the ability to closely review and evaluate operations.
- I. Command protocol will exist at all stages of the NIMS / ICS command structure and during the administration of the incident.
- J. Commanders shall be assigned as needed to ensure adequate supervision and authority, considering the need for rest and recuperation.
- K. Principles of span of control, unity of command, and unified command shall be followed during NIMS / ICS operations.
- L. Incident Commanders will cooperate fully when functioning in a Unified Command Mode.

XVI. **Unusual Occurrences**

Whenever any situation arises that constitutes an unusual occurrence within the City of Dalton, the following procedures will be followed:

- A. Personnel notification: Whenever an unusual occurrence arises, sufficient personnel will be notified and assembled to address the situation based on its size, nature, and complexity. The Chief of Police shall be notified and his / her designee shall coordinate activities of all law enforcement personnel involved.
- B. Equipment requirements: Police personnel who respond to an unusual occurrence shall report wearing full uniform, vest, and issued weapons. All equipment designated for use in any unusual occurrence shall be available for distribution.

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- C. Communications: The Whitfield County 911 Center is designated as the primary Communications center during any unusual occurrence.
- D. Incident command post: An incident command post will be established in a safe location near the scene of the incident. The command post will be staffed with at least one representative of each agency involved.
- E. If the Emergency Operations Center is activated, a representative from the Police Department will be sent to help staff the EOC.
- F. The incident commander will assess the situation and activate only needed sections of Incident Command, including command, operations, planning, logistics and finance.
- G. The Incident Commander will summon other resources as needed, e.g., EMS, Fire, Hazmat, Public works, etc.
- H. Perimeter traffic control: Traffic / security check points shall be established at each entrance and exit of the affected area. All persons desiring entry into the affected area will be denied access except persons on official business.
- I. Liaison: The Chief of Police shall be responsible for establishing and maintaining liaison with the District Attorney's Office during an unusual occurrence. Legal advice on police procedures will be obtained through consultation with the District Attorney and the City Attorney. The Chief of Police or their designee shall also be responsible for establishing and maintaining liaison with any other agencies who are notified during a unusual occurrence. In order to keep citizens informed, the Public Relations Specialist will conduct briefings with the news media as directed by the Chief of Police.
- J. Public facility security: Public facilities in the City of Dalton shall be afforded security as directed by the Chief of Police.
- K. Civil Disturbance: The following actions will be taken by Police Department personnel to de-escalate adverse conditions as they arise during a civil disturbance:
 - 1. Seal affected area, except for an escape route.
 - 2. Notify Georgia State Patrol Riot Squad / National Guard / Corrections Riot Squad if needed.
 - 3. Coordinate activities of all law enforcement agencies / support agencies involved.
 - 4. Control crowds / disperse assembly / arrest persons, if necessary
 - 5. Establish security patrols in affected area.
 - 6. Assist in evacuation (if necessary).

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7. Post-occurrence duties include the continuance of security in affected areas and the maintenance of traffic / security checkpoints.
- L. Arrests: Any arrests made will be made following the guidelines in the written directive GO91-4.9, Arrests / Arrest Warrants.
- M. Mass arrests: If mass arrests have been affected, the following guidelines will be used:
 1. Mass arrestees will be searched incident to arrest prior to transport, hands cuffed behind back. Arresting Officer shall make a positive identification of arrestee before transporting to detention facility, if possible.
 2. Contraband and illegal weapons / concealed firearms will be tagged and identified for additional charges against the arrestee(s).
 3. Transportation to the Whitfield County Jail shall be made either in police vehicles, the Whitfield County prisoner transport van, or other means, as deemed appropriate by the Incident Commander.
 4. Persons arrested will be removed from the scene as soon as possible to a nearby holding area for initial processing and to await transportation to the Whitfield County Jail.
- N. The Governor may, in his discretion, enact curfews, restrictions on sales of alcoholic beverages, gasoline, weapons, ammunition and restrictions on access in the affected area (O.C.G.A. Title 45-12).
- O. Post Occurrence Duties: The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section XX of this directive.

XVII. Bomb Threats

The Dalton Police Department is responsible for coordinating emergency services and establishing a command post for planning and initiating any action relating to bomb threats or other threats. The watch commander is the designated Incident Commander for law enforcement and security purposes. In his / her absence, his / her designee will assume command until relieved.

A. Threat Evaluation

Information that should be obtained from the caller includes:

1. Location and type of bomb
2. Time of detonation
3. Caller's sex, age, and race
4. Mood, voice characteristics, rate of speech

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5. Exact language used
6. Background noises
7. Origin of call (local, long distance, phone booth, etc.)
8. Caller's motive

B. Responsibilities

1. Bomb threats shall be assigned to the nearest patrol or investigative unit.
2. The assigned unit and a Supervisor will proceed directly to the scene. Radio transmissions, including cellular phones, shall be discontinued within 300 yards of the threatened facility and a command post will be set up.
3. Command Post Responsibilities:

Access to the command post is limited to authorized emergency personnel who have a specific function, and a *need to know*. A number of duties and procedures are the responsibility of Incident Commander. These include:
 - a. Initiating a planned response to bomb threats and other potentially threatening disasters;
 - b. Notifying and coordinating the activities of other personnel;
 - c. Releasing authorized information to the news media;
 - d. Evaluating factors for evacuation, search, and continuation of business;
 - e. Vulnerability and accessibility of target area;
 - f. Probable risks involved;
 - g. Determining potential courses of action including evacuation, selective evacuation, or no evacuation; and
 - h. Searches to be implemented.
4. The Incident Commander on the scene will work with facility management to determine the possible need for evacuation. Particularly at schools and similar facilities, management will usually elect to evacuate rather than risk possible harm to individuals.
5. The Incident Commander will designate personnel to conduct a search of areas that are readily accessible. Personnel at the facility shall be solicited to assist in the search since they are familiar with the location and what might look suspicious. Special attention should first be given to utility rooms,

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waiting areas, restrooms, and areas where access is unlimited. As a practical matter, search secured areas where entry would be more difficult, last. The incident commander will develop a search plan. It is important to check all items within a facility when conducting a bomb search. These items will include, but not be limited to:

- a. Underneath chairs;
 - b. In or on desks;
 - c. In trash cans;
 - d. Behind pictures;
 - e. In or behind cabinets;
 - f. Objects hanging on walls;
 - g. In light fixtures; and
 - h. Any item suspended from the ceiling (heater ducts, ceiling fans).
6. If a bomb is located, immediately evacuate the location, establish a perimeter, and call the Georgia Bureau of Investigation (G.B.I) at 1-800-282-8746 and request assistance from the Bomb Disposal Unit.
 7. Unqualified Officers should never attempt to move or render safe a suspected explosive device.
 8. The Criminal Investigation Division will be responsible for conducting an investigation to apprehend the bomb threat maker, gathering physical evidence, and coordinating the investigation with fire and other officials.

C. Search Procedures

1. A security perimeter will be established to contain the area to be searched and to prohibit unauthorized individuals from entering.
2. To minimize the risk of injury to both searchers and occupants, begin the search on an outside perimeter and work toward the inside. Once inside, begin at the lowest floor level and work up to the top floor.
3. Utility and service areas, reception rooms, lobbies, and restrooms are frequent bomb targets and must be examined closely.
4. Marking areas after they have been searched will eliminate duplication or omissions.
5. Run elevators through at least one cycle to prevent injury should an explosive device be set to be activated by the action of the elevator.

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6. If possible, searchers shall be paired in teams to ensure a thorough search is made. A room search plan will also ensure thoroughness and minimize confusion and duplication.
7. If time is an element of the reported threat, search procedures should be discontinued 30 minutes prior to the reported time of detonation and not be resumed until one hour thereafter.
8. If the building or area searched fails to disclose any suspected items, the responsibility of returning persons to the area shall be up to facility management.
9. The area within 500 yards of the suspected device shall be evacuated and the scene completely secured.
10. Incident Commander will make adjustments of personnel after conferring with members of the bomb disposal unit.
11. If an explosion does occur, the Incident Commander shall ensure additional resources are requested as needed.
12. Immediately after an explosion, only personnel necessary to care for the injured will be allowed inside the perimeter due to the possibility of a secondary device.

D. Search Team Equipment

Field Supervisors shall make sure that necessary equipment is available to be used in search team operations.

E. Post Occurrence Duties

The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section "XX" of this directive.

XV. Hostage / Barricaded Person

The ultimate goal in a hostage situation is to trade the safe release of hostages in return for the safe surrender of the hostage-taker(s). In a barricaded person incident, it is the safe capture or surrender of the barricaded person.

A. Guidelines

1. All Officers need to have a basic knowledge of hostage / barricaded person incidents and negotiation techniques, as specialists will not always be available.
2. Until relieved, the senior Officer at the scene will assume command of the incident.

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3. No Officer shall commence an offensive action against the hostage-taker / barricaded person unless at least one of the following conditions exists:
 - a. Directed to do so by the Commander on the scene, or his / her designee.
 - b. There are clear and articulable circumstances that lead the Officer to believe his / her life or that of an innocent third party (hostage, for example) is in imminent danger and no other option is available.
4. Every means possible shall be used to prevent the incident from going mobile - containment is the primary initial objective.
5. The Incident Commander will create an open line of communication between tactical units, hostage negotiation personnel, and the command post to ensure all units are aware of the status of negotiations and status of tactical personnel. The Incident Commander retains the authority to determine when to commence an offensive action.

B. Patrol Response

1. ~~If the suspect physically controls the scene and victims:~~ In all situations:
 - a. Contain the scene
 - b. Establish communication with hostage-taker
 - c. Obtain as much information as possible
 - d. Set the stage for further negotiations
 - e. Consume as much time as possible
 - f. Advise Whitfield County 911 to dispatch fire and ambulance units at a safe distance near the scene.
2. Direct and immediate intervention is only authorized when:
 - a. Suspect does not physically control scene and victims
 - b. Hostages have already been killed, and others' lives are in imminent danger
 - c. There is clear opportunity, minimal risk, and high probability of success in resolving incident
3. First Responding Officer's Duties
 - a. Notify Whitfield County 911 that hostage / barricaded person situation exists, what the location is, request back-up and a

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Supervisor, and advise of approaches (streets / areas) which may be unsafe.

- b. Implement ICS
- c. Contain the scene
- d. Assist injured persons and evacuate them
- e. Evacuate bystanders, but detain witnesses for debriefing
- f. Take a cover position and await back-up if necessary
- g. Keep the situation from escalating or going mobile if at all possible

4. First ~~Patrol~~ Supervisor on-the-scene

- a. If not already, implement ICS
- b. Assess the situation
- c. Contain the scene if not already accomplished
- d. Determine manpower requirements and request more personnel if needed
- e. Establish and maintain inner and outer perimeters.

The inner perimeter should confine and contain the suspect(s) to the immediate area of the incident.

The outer perimeter should be set up beyond the line of sight of the incident location. Outer perimeter personnel shall prohibit unauthorized access to the area and shall contain the perimeter. Outer perimeter personnel shall maintain traffic flow around the outer perimeter and will convert to a pursuit and control function should the situation become mobile. The outer perimeter units will control the travel routes if the scene becomes mobile. Unmarked police vehicles will be responsible for surveillance if needed.

- f. Establish an Incident Command Post. It should be set outside the inner perimeter and inside the outer perimeter. It should also be out of view of the incident scene.
- g. Evacuate the area if not already accomplished
- h. Request a hostage negotiator be en route to the scene
- i. Advise Whitfield County 911 to notify the Patrol Division Commander

RESTRICTED LAW ENFORCEMENT DATA

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- j. Keep Whitfield County 911 informed of decisions and actions
- k. Attempt to establish communication with hostage-taker if not already established
- l. When requested, provide a briefing of the situation to the Command Staff
- m. Notify the Public Relations Specialist to handle media inquiries in accordance with GO88-2.8, News Media / Public Information. A location for media representatives should be established away from the scene and the Field Command Post.

C. Hostage Negotiator Response

The Incident Commander will be responsible for requesting a specially trained hostage negotiator to respond to situations where a suspect(s) is believed to be barricaded or holding hostages. The Incident Commander or his / her designee will contact the Georgia State Patrol and request that one of their trained hostage negotiators if the need arises. If a trained hostage negotiator is not immediately available the Incident Commander will designate someone to facilitate communications with the hostage taker until a trained negotiator becomes available. Once on scene, the hostage negotiator's primary responsibility is to affect the release of hostages unharmed through a negotiation process.

- 1. The hostage negotiator shall be briefed by the first Officer that made verbal contact with the suspect(s).
- 2. The hostage negotiator shall attempt to establish a line of communication with the suspect(s), if not already established.
- 3. The hostage negotiator shall coordinate all communications between the suspect(s) and law enforcement personnel.

D. Criminal Investigation Division (CID) Response

CID personnel called to the scene shall report to and be supervised by the Incident Commander. CID responsibilities will include:

- 1. Intelligence gathering and analysis of:
 - a. Hostage / barricaded person setting and location
 - b. Hostages
 - c. Hostage-takers / barricaded persons
- 2. Interviewing witnesses, hostages, suspects and Officers
- 3. Conducting the follow up investigation

RESTRICTED LAW ENFORCEMENT DATA

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E. Outside Agency Assistance

The Incident Commander is authorized to request assistance from other agencies, such as; the Whitfield County S.O., the Georgia Bureau of Investigation, the Georgia State Patrol, and the Whitfield County District Attorney's Office.

1. If tactical units from other agencies are utilized, they are responsible for maintaining an open line of communication with the incident commander.
2. Tactical units will be responsible for the creation and implementation of tactical plans, including the use of chemical weapons, after obtaining the Incident Commanders approval to do so.
3. The Incident Commander is authorized to request assistance of any needed person or agency in the community (DFACS, psychiatrist, minister, etc.)
4. All communications between the Dalton Police Department and other agencies will be coordinated through the Whitfield County 911 Center.

F. Jurisdiction during Certain Circumstances

If the incident involves a foreign official or an official guest of the United States, or the incident involves the commission of a federal crime (bank robbery, for example), the FBI has concurrent jurisdiction.

1. When control of the situation has been initiated by DPD, operational command is retained by the Department until the FBI clearly indicates a wish to assume incident command.
2. If the FBI assumes incident command, DPD personnel and resources will shift to an assist mode and responsibility for the termination or conclusion of the operation will shift to the FBI.
3. If the FBI desires the jurisdiction to remain concurrent, joint decision-making will be undertaken by the incident commander and the senior FBI agent at the scene. In the event that tactical intervention becomes necessary, every effort shall be made to ensure mutual agreement in the decision-making process prior to implementation.

G. Mobilization of Hostage and / or Barricaded Situation

If it becomes necessary to allow a suspect(s) to move from the original location of negotiations by vehicle or other means accompanied by a hostage(s) the following procedures shall be followed:

1. The Incident Commander will notify the Whitfield County 911 Center if there is to be a movement of the suspect(s) and hostage(s), and the proposed route and destination, if known.

RESTRICTED LAW ENFORCEMENT DATA

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2. Other Officers in the area shall not interfere with the progress of the convoy.
3. The Whitfield County 911 Center will notify other agencies if pertinent.

H. Post Occurrence Duties

The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section "XX" of this directive.

XIX. **Pandemics**

A pandemic occurs in many localities - perhaps even worldwide - almost simultaneously. Because of this, much of the planning for a pandemic must be the responsibility of state and local governments. Community strategies that delay or reduce the impact of a pandemic (also called non-pharmaceutical interventions) may help reduce the spread of disease until a vaccine is available.

The Dalton Police Department will cooperate and support the Whitfield County LEPC in this endeavor. This support may include, after a court order has been issued, the enforcement of Public Health measures and quarantines.

A. There are six phases concerning pandemic incident development. They are as follows:

- | | |
|---------|--|
| Phase 1 | Low risk of human cases |
| Phase 2 | Higher risk of human cases (new virus found in animals but not humans) |
| Phase 3 | No or very limited human-to-human transmission of virus (Pandemic Alert) |
| Phase 4 | Evidence of increased human-to-human transmission (new virus causes cases in humans) |
| Phase 5 | Evidence of significant human-to-human transmission |
| Phase 6 | Efficient and sustained human-to-human transmission (Pandemic Incident at hand) |

B. Protective Measures:

1. Personnel: the following measures will be taken to ensure that our personnel are protected proactively.
 - a. Educate officers about transmission, vaccinations, and treatment.
 - b. Provide personal protective equipment, N95 masks, gloves, eye protection and sanitary wipes.

RESTRICTED LAW ENFORCEMENT DATA

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2. Agency: the following measures ensure that the Dalton Police Department will reasonably adjust to the pandemic situation as it unfolds in a manner consistent with public expectations
 - a. Prioritization of calls for service
 - b. Planning for reductions in staff
 - c. Prioritization of job importance
 - d. Consolidation of Units
 - e. Cross training of job functions
3. Planning for reductions in resources (gas, food, electricity, water)
 - a. Stockpiling, purchase agreements
 - b. Redeployment of personnel as necessary
 - c. Activation of alternate response methods / complaint taking methods
4. Protecting the Community: The following measures will assist in the protection of those we are charged with protecting
 - a. Work with existing partners in the community to discuss needs and resolve issues pertaining to the pandemic incident.
 - (1) Whitfield County Health Department
 - (2) Hospitals
 - (3) Mental health
 - (4) Local vendors, food suppliers
 - (5) EMS
 - (6) Other law enforcement jurisdictions
 - (7) Coroner's Office
 - (8) Court Administration
 - (9) City and County Governments
 - (10) Churches
 - b. Meet and explain our role concerning pandemic issues with the community at large.

RESTRICTED LAW ENFORCEMENT DATA

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XX. **Post Occurrence Duties**

The following post occurrence duties, if applicable, shall apply:

- A. All equipment resources will be inspected for maintenance needs.
- B. All incident-related documents shall be collected and bound for future reference.
- C. Personnel shall be debriefed, individually or in groups (whichever is applicable), based on the event.
- D. After Action Reports will be completed, which shall include but not be limited to the need for additional training, required policy changes, or the revision of operational procedures.
- E. Departmental Command Staff will review the Policy and Procedure Manual and After Action Report for possible revision of guidelines and policies.

XXI. **GISAC**

The Patrol Operations Supervisor will serve as a liaison with the Georgia Information Sharing and Analysis Center. The Patrol Operations Supervisor will email alerts and information received from the GISAC to agency personnel as needed.

XXII. **Training**

The Department Training Officer shall provide documented annual training on critical incidents / all hazard plans for all affected agency personnel. In addition department personnel will participate annually in the table top ICS planning exercise and field exercise conducted by the Whitfield County LEPC. These exercises will include members from of public / private health care, fire services, and other public safety entities.

XXIII. **Operational Readiness**

A documented quarterly inspection for the operational readiness of Officers' / Investigators' chemical protective gear and portable radio will be conducted by the appropriate Division Commander, or his / her designee.

The Patrol Division Operations Supervisor shall conduct a documented quarterly inspection of all other agency equipment designed for use in the support of this plan.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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To: Public Safety Commission
 From: Chief Cliff Cason
 Date: May 28, 2019
 Subject: Written Directive review

<u>Number</u>	<u>Pages</u>	<u>Title/Changes</u>
2.8		<u>News Media/Public Information</u>
	1	The Revision and Re-evaluation dates were changed
	2	Section III (B) (2) Wording added
4.10		<u>Property and Evidence Policy and Procedure</u>
	1	The Revision and Re-evaluation dates were changed
		Section I – Wording added
		Section II (D – F) Wording added
	3	Section III (C) (1) Wording changed (F) Wording changed
		Section IV (1) Wording changed
	4	(2) (a) (b), Wording added (3) Wording changed
		(B) (1, 3,4) Wording changed
		(C) (1,2) Wording changed, (3) deleted
	5	Section V (B) (2, 3) Wording changed
	6	(e) Wording changed. Section VI (2) (a) (c4) Wording changed
	7	(B) (1, 2) Wording changed
	8	Section VII (A, B, C) Wording changed
	9	Section VIII (A, C) Wording changed
	11	(2, 3, 4) (B1) Wording changed
	12	(C1) Wording changed
	13	Section X (A – E) Wording changed (F) Wording deleted/added
	14	(B2) Wording changed
	15	(E1) Wording changed
	16	(F1) Wording changed (F2) Wording deleted/added
		XII Wording changed
		XIII (C – E) Wording changed
4.11		<u>Transporting Prisoners/ Inmate Work Crews</u>
	1	The Revision and Re-evaluation dates were changed
	2	Section II (C) (2) Word added
		(D) (2) Wording changed
	3	(H) (1) Word added
	4	(J) (c) Word added
	5	(K) (1) (a), (c) Word added
	6	(4) (d) (e) Wording changed
	7	(5), (12) Wording changed and added
	8	(d) Wording changed

	9	(3) Word added, (D) (2) Wording changed, (F) Wording added
	10	(3) Wording changed
	11	(2) (c) Wording added
	12	(2), (3) Wording added
	13	Section V (B) Wording changed (C) Wording deleted
4.12		<u>Report Writing</u>
	1	The Revision and Re-evaluation dates were changed
	2	(7) Wording added
	3	(8) Wording changed
	4	(5) Wording added/deleted
4.13		<u>Traffic Enforcement and Direction</u>
	1	The Revision and Re-evaluation dates were changed Section I – Wording added Section II (C) Wording deleted Section III (A, B) Wording changed
	2	(C) (1) (a, b) Wording changed Section IV (A) (4) Section deleted
	3	Wording and formatting changed (B) (4) Wording changed
	5	(2) (b) Wording added (3) Wording deleted
	6	Section VII – Wording deleted (A) Wording changed (B) Wording changed (C) Wording changed
	7	(7) (H) Wording deleted
	10	Section IX – Wording changed Section X (A) Wording added (A) (2) Wording changed
	11	(3) Wording added (C) (4) Wording added
	13	(C) (1) Wording changed
	15	(G) (1) Wording changed Section XII (A) (B) Wording changed Section XIII (B) Wording changed
	16	(C) – Wording changed
5.2		<u>Less Lethal Weapons</u>
	1	The Revision and Re-evaluation dates were changed Section III (A) (1) – Wording added
	2	(4) (B) Wording added (B) (4) Wording added
	3	(2) (a) Formatting and word changes

	4	Section V (D) Wording added
5.3		<u>Electronic Control Devices</u>
	1	The Revision and Re-evaluation dates were changed
		Section II – Definition added
		Section III (A) Wording changed
	2	(4), (7) Wording changed
	4	(13) (d) Wording changed
		(16), (18) Wording changed
	5	(21), (23), (24), (26) Wording changed
	6	Section IV Wording changed
	7	Wording changed
6.3		<u>All Hazard Plan</u>
	1	The Revision and Re-evaluation dates were changed
	5	Section VI – Wording changed
	16	Section XVIII corrected
	17	B (1) Wording changed
	18	4 – Word deleted

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION

Bill Weaver
Keith Whitworth
Terry Mathis
Kenneth E. Willis
Anthony Walker

Monthly Synopsis

April 2019

Incident Response

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	14	3.97%
Overpressure Rupture, Overheat	1	0.28%
Rescue/Medical	247	70.17%
Hazardous Condition	9	2.55%
Service Call	6	1.70%
Good Intent	49	13.92%
False Alarm	26	7.38%
Total Responses	352	
Average Response Time	3:14	
Estimated Loss	\$88,151	

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	4	1.13%	\$73,650	83.54%
131 Passenger vehicle fire	4	1.13%	\$6,501	7.37%
132 Road freight or transport vehicle fire	2	0.56%	\$8,000	9.07%
142 Brush or brush-and-grass mixture fire	1	0.28%	\$0	0.00%
151 Outside rubbish, trash or waste fire	2	0.56%	\$0	0.00%
160 Special outside fire, Other	1	0.28%	\$0	0.00%
	14	3.97%	\$88,151	99.99%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
251 Excessive heat, scorch burns with no	1	0.28%	\$0	0.00%
	1	0.28%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	219	62.21%	\$0	0.00%
322 Motor vehicle accident with injuries	17	4.82%	\$0	0.00%
323 Motor vehicle/pedestrian accident (MV Ped)	1	0.28%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	8	2.27%	\$0	0.00%
353 Removal of victim(s) from stalled elevator	1	0.28%	\$0	0.00%
357 Extrication of victim(s) from machinery	1	0.28%	\$0	0.00%
	247	70.17%	\$0	0.00%
4 Hazardous Condition (No Fire)				
412 Gas leak (natural gas or LPG)	2	0.56%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.28%	\$0	0.00%
424 Carbon monoxide incident	1	0.28%	\$0	0.00%
442 Overheated motor	1	0.28%	\$0	0.00%
443 Breakdown of light ballast	1	0.28%	\$0	0.00%
444 Power line down	1	0.28%	\$0	0.00%
445 Arcing, shorted electrical equipment	1	0.28%	\$0	0.00%
461 Building or structure weakened or collapsed	1	0.28%	\$0	0.00%
	9	2.55%	\$0	0.00%
5 Service Call				
531 Smoke or odor removal	1	0.28%	\$0	0.00%
551 Assist police or other governmental agency	2	0.56%	\$0	0.00%
561 Unauthorized burning	3	0.85%	\$0	0.00%

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
5 Service Call	<u>6</u>	<u>1.70%</u>	<u>\$0</u>	<u>0.00%</u>
6 Good Intent Call				
611 Dispatched & cancelled en route	36	10.22%	\$0	0.00%
622 No Incident found on arrival at dispatch	11	3.12%	\$0	0.00%
651 Smoke scare, odor of smoke	1	0.28%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	0.28%	\$0	0.00%
	<u>49</u>	<u>13.92%</u>	<u>\$0</u>	<u>0.00%</u>
7 False Alarm & False Call				
714 Central station, malicious false alarm	1	0.28%	\$0	0.00%
733 Smoke detector activation due to	4	1.13%	\$0	0.00%
734 Heat detector activation due to malfunction	2	0.56%	\$0	0.00%
735 Alarm system sounded due to malfunction	5	1.42%	\$0	0.00%
741 Sprinkler activation, no fire -	2	0.56%	\$0	0.00%
743 Smoke detector activation, no fire -	5	1.42%	\$0	0.00%
745 Alarm system activation, no fire -	6	1.70%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.28%	\$0	0.00%
	<u>26</u>	<u>7.38%</u>	<u>\$0</u>	<u>0.00%</u>

Total Incident Count: 352

Total Est Loss:

\$88,151

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	4	\$1,317,500	\$73,650	\$1,243,850	5.59%	94.41%
131 Passenger vehicle fire	3	\$9,501	\$6,501	\$3,000	68.42%	31.58%
132 Road freight or	1	\$8,000	\$8,000	\$0	100.00%	0.00%
Grand Totals	8	\$1,335,001	\$88,151	\$1,246,850		

Total Percent Lost: 6.60%

Total Percent Saved: 93.40%

DALTON

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0000937	0	04/01/2019	01:10:45	1807 Beechland	311 Medical assist, assist EMS crew	
19-0000938	0	04/01/2019	03:28:29	1100 Autumn	311 Medical assist, assist EMS crew	
19-0000939	0	04/01/2019	10:15:52	North Bypass	551 Assist police or other	
19-0000940	0	04/01/2019	11:04:11	1011 Ponderosa	311 Medical assist, assist EMS crew	
19-0000941	0	04/01/2019	11:11:16	205 Selvidge St. (North)	611 Dispatched & cancelled en route	
19-0000942	0	04/01/2019	16:05:05	805 Professional	311 Medical assist, assist EMS crew	
19-0000943	0	04/01/2019	16:19:37	113 Tarver	311 Medical assist, assist EMS crew	
19-0000944	0	04/01/2019	17:28:36	808 Beirut	311 Medical assist, assist EMS crew	
19-0000945	0	04/01/2019	19:41:19	North Bypass	322 Motor vehicle accident with	
19-0000946	0	04/01/2019	20:51:38	1420 Mineral Springs	551 Assist police or other	
19-0000947	0	04/01/2019	22:35:04	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0000948	0	04/01/2019	23:20:11	236 Depot	611 Dispatched & cancelled en route	
19-0000949	0	04/02/2019	01:09:11	619 Fourth	311 Medical assist, assist EMS crew	
19-0000950	0	04/02/2019	06:39:52	1105 Brookwood	311 Medical assist, assist EMS crew	
19-0000951	0	04/02/2019	07:46:12	1306 Thornton (North)	733 Smoke detector activation due to	
19-0000952	0	04/02/2019	08:51:41	715 Woodland	743 Smoke detector activation, no fire	
19-0000953	0	04/02/2019	12:06:17	1891 Crow Valley	311 Medical assist, assist EMS crew	
19-0000954	0	04/02/2019	16:05:31	1955 Oxford	311 Medical assist, assist EMS crew	
19-0000955	0	04/02/2019	18:36:36	303 Crystal	746 Carbon monoxide detector	
19-0000956	0	04/03/2019	03:15:04	3201 North Bypass	311 Medical assist, assist EMS crew	
19-0000957	0	04/03/2019	08:22:09	820 Vernon	311 Medical assist, assist EMS crew	
19-0000958	0	04/03/2019	13:23:14	2210 South Hamilton St	745 Alarm system activation, no fire -	
19-0000959	0	04/03/2019	15:33:52	1249 Morris (East)	311 Medical assist, assist EMS crew	
19-0000960	0	04/03/2019	18:19:46	122 Davidson	311 Medical assist, assist EMS crew	
19-0000961	0	04/03/2019	18:53:49	701 Chattanooga	733 Smoke detector activation due to	
19-0000962	0	04/03/2019	19:14:05	918 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0000963	0	04/03/2019	19:42:29	Chattanooga	622 No Incident found on arrival at	
19-0000964	0	04/03/2019	19:53:20	1225 Broadrick	311 Medical assist, assist EMS crew	
19-0000965	0	04/03/2019	22:41:32	404 Dantzler	561 Unauthorized burning	
19-0000966	0	04/04/2019	00:44:22	1116 Willowdale	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0000967	0	04/04/2019	01:27:02	311 Smith Industrial	741 Sprinkler activation, no fire -	
19-0000968	0	04/04/2019	03:54:38	2200 Chattanooga	311 Medical assist, assist EMS crew	
19-0000969	0	04/04/2019	08:51:24	1725 Brighton	311 Medical assist, assist EMS crew	
19-0000970	0	04/04/2019	11:22:40	1000 Vista	745 Alarm system activation, no fire -	
19-0000971	0	04/04/2019	13:41:05	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0000972	0	04/04/2019	14:26:52	North Bypass	322 Motor vehicle accident with	
19-0000973	0	04/04/2019	16:21:12	1508 Thornton (North)	131 Passenger vehicle fire	\$2,000
19-0000974	0	04/04/2019	16:43:07	907 Hardwick	311 Medical assist, assist EMS crew	
19-0000975	0	04/04/2019	16:49:22	1915 Abutment	611 Dispatched & cancelled en route	
19-0000976	0	04/04/2019	20:14:52	1210 Royal	735 Alarm system sounded due to	
19-0000977	0	04/05/2019	00:28:46	304 Thornton (North)	611 Dispatched & cancelled en route	
19-0000978	0	04/05/2019	01:55:25	620 Lafayette	311 Medical assist, assist EMS crew	
19-0000979	0	04/05/2019	05:52:40	1912 Chattanooga	311 Medical assist, assist EMS crew	
19-0000980	0	04/05/2019	06:57:33	109 Edgewood	311 Medical assist, assist EMS crew	
19-0000981	0	04/05/2019	07:01:03	I-75 S. Bound	311 Medical assist, assist EMS crew	
19-0000982	0	04/05/2019	08:29:25	816 Walnut Square	311 Medical assist, assist EMS crew	
19-0000983	0	04/05/2019	08:53:47	310 Chestnut	311 Medical assist, assist EMS crew	
19-0000984	0	04/05/2019	11:53:01	421 Callahan	357 Extrication of victim(s) from	
19-0000985	0	04/05/2019	12:59:09	919 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0000986	0	04/05/2019	15:29:31	Abutment	322 Motor vehicle accident with	
19-0000987	0	04/05/2019	17:54:19	205 MLK Jr.	443 Breakdown of light ballast	
19-0000988	0	04/05/2019	21:07:15	1200 James	311 Medical assist, assist EMS crew	
19-0000989	0	04/05/2019	21:26:09	South Dixie	651 Smoke scare, odor of smoke	
19-0000990	0	04/05/2019	22:40:19	1417 Burgess	311 Medical assist, assist EMS crew	
19-0000991	0	04/06/2019	04:59:50	815 Shugart	311 Medical assist, assist EMS crew	
19-0000992	0	04/06/2019	08:19:09	1365 Walnut (West)	311 Medical assist, assist EMS crew	
19-0000993	0	04/06/2019	10:25:43	1220 Broadrick	353 Removal of victim(s) from stalled	
19-0000994	0	04/06/2019	14:44:47	1009 Professional	311 Medical assist, assist EMS crew	
19-0000995	0	04/06/2019	15:09:45	606 Richardson	311 Medical assist, assist EMS crew	
19-0000996	0	04/06/2019	15:59:48	1914 Cascade	622 No Incident found on arrival at	

DALTON

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0000997	0	04/06/2019	16:00:45	209 Cuyler (west)	311 Medical assist, assist EMS crew	
19-0000998	0	04/06/2019	16:20:46	I-75 N. Bound	611 Dispatched & cancelled en route	
19-0000999	0	04/06/2019	19:39:49	1320 Winton	743 Smoke detector activation, no fire	
19-0001000	0	04/06/2019	20:05:51	2200 Chattanooga	311 Medical assist, assist EMS crew	
19-0001001	0	04/06/2019	20:46:42	Abutment	622 No Incident found on arrival at	
19-0001002	0	04/06/2019	22:39:24	401 North Oaks	311 Medical assist, assist EMS crew	
19-0001003	0	04/07/2019	00:51:10	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0001004	0	04/07/2019	01:05:44	2200 Chattanooga	311 Medical assist, assist EMS crew	
19-0001005	0	04/07/2019	01:38:04	901 Lakeshore (West)	324 Motor Vehicle Accident with no	
19-0001006	0	04/07/2019	02:05:41	Fourth	311 Medical assist, assist EMS crew	
19-0001007	0	04/07/2019	02:45:28	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001008	0	04/07/2019	09:18:17	1101 Avenue G	311 Medical assist, assist EMS crew	
19-0001009	0	04/07/2019	09:52:11	113 Crawford (West)	311 Medical assist, assist EMS crew	
19-0001010	0	04/07/2019	10:39:18	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001011	0	04/07/2019	10:43:49	820 Vernon	311 Medical assist, assist EMS crew	
19-0001012	0	04/07/2019	11:32:55	617 Peachtree	311 Medical assist, assist EMS crew	
19-0001013	0	04/07/2019	12:50:17	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001014	0	04/07/2019	13:07:10	Cleveland	322 Motor vehicle accident with	
19-0001015	0	04/07/2019	17:14:55	1104 Walston	311 Medical assist, assist EMS crew	
19-0001016	0	04/07/2019	17:17:07	407 Vann	311 Medical assist, assist EMS crew	
19-0001017	0	04/07/2019	18:55:36	1201 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001018	0	04/07/2019	19:34:55	604 Stone	311 Medical assist, assist EMS crew	
19-0001019	0	04/07/2019	19:49:39	518 Parkside	311 Medical assist, assist EMS crew	
19-0001020	0	04/07/2019	21:28:35	338 I-75 S. Bound	622 No Incident found on arrival at	
19-0001021	0	04/07/2019	22:10:23	119 Broadview	311 Medical assist, assist EMS crew	
19-0001022	0	04/07/2019	23:03:04	1915 Heathcliff	311 Medical assist, assist EMS crew	
19-0001023	0	04/08/2019	05:08:38	815 Shugart	311 Medical assist, assist EMS crew	
19-0001024	0	04/08/2019	10:04:32	310 Chestnut	311 Medical assist, assist EMS crew	
19-0001025	0	04/08/2019	17:15:43	Tibbs (North)	322 Motor vehicle accident with	
19-0001026	0	04/08/2019	20:24:51	1575 Chattanooga	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001027	0	04/08/2019	22:01:49	939 Avenue F	311 Medical assist, assist EMS crew	
19-0001028	0	04/08/2019	23:35:33	1016 Bonanza	311 Medical assist, assist EMS crew	
19-0001029	0	04/09/2019	09:16:15	205 Selvidge St. (North)	311 Medical assist, assist EMS crew	
19-0001030	0	04/09/2019	12:05:47	1919 Brookhaven (West)	611 Dispatched & cancelled en route	
19-0001031	0	04/09/2019	12:06:38	I-75 S. Bound	311 Medical assist, assist EMS crew	
19-0001032	0	04/09/2019	12:58:31	912 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001033	0	04/09/2019	17:33:34	205 MLK Jr.	733 Smoke detector activation due to	
19-0001034	0	04/09/2019	19:50:12	205 MLK Jr.	611 Dispatched & cancelled en route	
19-0001035	0	04/09/2019	20:18:31	324 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001036	0	04/09/2019	21:29:37	Hamilton (South)	622 No Incident found on arrival at	
19-0001037	0	04/10/2019	06:51:07	2 Brothers	311 Medical assist, assist EMS crew	
19-0001038	0	04/10/2019	07:58:42	1016 Bonanza	311 Medical assist, assist EMS crew	
19-0001039	0	04/10/2019	08:04:11	1700 Manly	324 Motor Vehicle Accident with no	
19-0001040	0	04/10/2019	09:24:24	1307 Looper	743 Smoke detector activation, no fire	
19-0001041	0	04/10/2019	09:47:53	204 Industrial (West)	311 Medical assist, assist EMS crew	
19-0001042	0	04/10/2019	10:27:21	432 Fourth	311 Medical assist, assist EMS crew	
19-0001043	0	04/10/2019	14:29:59	Flour Mill	311 Medical assist, assist EMS crew	
19-0001044	0	04/10/2019	15:03:53	Goodwill	311 Medical assist, assist EMS crew	
19-0001045	0	04/10/2019	19:02:51	Thornton (North)	311 Medical assist, assist EMS crew	
19-0001046	0	04/10/2019	20:56:23	Tyler (West)	322 Motor vehicle accident with	
19-0001047	0	04/10/2019	21:08:20	1515 Cleveland	611 Dispatched & cancelled en route	
19-0001048	0	04/10/2019	22:27:30	1105 Brookwood	311 Medical assist, assist EMS crew	
19-0001049	0	04/11/2019	01:12:54	341 I-75 S. Bound	132 Road freight or transport vehicle	
19-0001050	0	04/11/2019	01:34:02	104 Fort Hill	735 Alarm system sounded due to	
19-0001051	0	04/11/2019	09:05:23	708 Trammell	611 Dispatched & cancelled en route	
19-0001052	0	04/11/2019	09:08:33	2044 Dug Gap	745 Alarm system activation, no fire -	
19-0001053	0	04/11/2019	10:27:53	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
19-0001054	0	04/11/2019	12:15:05	1701 Anthony	611 Dispatched & cancelled en route	
19-0001055	0	04/11/2019	17:42:25	Shugart	322 Motor vehicle accident with	
19-0001056	0	04/11/2019	18:56:27	Conway	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001057	0	04/11/2019	22:01:34	136 Nickie	311 Medical assist, assist EMS crew	
19-0001058	0	04/11/2019	23:00:57	1052 Factory	311 Medical assist, assist EMS crew	
19-0001059	0	04/11/2019	23:07:48	905 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001060	0	04/12/2019	00:51:48	1908 Canterbury	311 Medical assist, assist EMS crew	
19-0001061	0	04/12/2019	06:20:54	1200 Rio Vista	735 Alarm system sounded due to	
19-0001062	0	04/12/2019	12:29:25	1208 Maple	311 Medical assist, assist EMS crew	
19-0001063	0	04/12/2019	14:14:55	1500 Hale-Bowen	743 Smoke detector activation, no fire	
19-0001064	0	04/12/2019	14:21:03	875 Shugart	611 Dispatched & cancelled en route	
19-0001065	0	04/12/2019	16:45:55	1800 Underwood	311 Medical assist, assist EMS crew	
19-0001066	0	04/12/2019	18:31:45	604 Kenilworth	311 Medical assist, assist EMS crew	
19-0001067	0	04/12/2019	18:38:22	1700 White Oak	311 Medical assist, assist EMS crew	
19-0001068	0	04/12/2019	19:28:45	1603 Anthony	311 Medical assist, assist EMS crew	
19-0001069	0	04/12/2019	20:40:36	914 Thornton (South)	311 Medical assist, assist EMS crew	
19-0001070	0	04/12/2019	21:54:37	1121 Riverbend	311 Medical assist, assist EMS crew	
19-0001071	0	04/13/2019	01:08:35	1510 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001072	0	04/13/2019	03:08:30	2100 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001073	0	04/13/2019	05:25:27	300 McCune	311 Medical assist, assist EMS crew	
19-0001074	0	04/13/2019	07:10:22	1644 Old Haig Mill	311 Medical assist, assist EMS crew	
19-0001075	0	04/13/2019	09:49:44	Oxford	311 Medical assist, assist EMS crew	
19-0001076	0	04/13/2019	10:02:14	612 Maney	311 Medical assist, assist EMS crew	
19-0001077	0	04/13/2019	13:37:12	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001078	0	04/13/2019	16:11:59	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0001079	0	04/13/2019	16:35:14	1273 Cross Plains	311 Medical assist, assist EMS crew	
19-0001080	0	04/13/2019	18:41:37	1000 Market	311 Medical assist, assist EMS crew	
19-0001081	0	04/13/2019	21:11:26	801 Chattanooga	311 Medical assist, assist EMS crew	
19-0001082	0	04/13/2019	21:44:06	801 Chattanooga	611 Dispatched & cancelled en route	
19-0001083	0	04/13/2019	22:32:53	2822 Gregory	111 Building fire	\$64,000
19-0001084	0	04/14/2019	00:20:04	1014 Riverbend	611 Dispatched & cancelled en route	
19-0001085	0	04/14/2019	00:20:47	Crawford (West)	311 Medical assist, assist EMS crew	
19-0001086	0	04/14/2019	02:42:30	North Bypass	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001087	0	04/14/2019	07:03:55	1804 Shadow	311 Medical assist, assist EMS crew	
19-0001088	0	04/14/2019	09:30:09	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001089	0	04/14/2019	10:17:27	1907 Abutment	413 Oil or other combustible liquid	
19-0001090	0	04/14/2019	13:45:30	Shugart	324 Motor Vehicle Accident with no	
19-0001091	0	04/14/2019	14:10:34	2822 Gregory	111 Building fire	
19-0001092	0	04/14/2019	14:22:08	Glenwood (North)	622 No Incident found on arrival at	
19-0001093	0	04/15/2019	03:48:07	North Bypass	622 No Incident found on arrival at	
19-0001094	0	04/15/2019	06:52:55	1510 Coronet	323 Motor vehicle/pedestrian accident	
19-0001095	0	04/15/2019	09:50:13	I-75 S. Bound	611 Dispatched & cancelled en route	
19-0001096	0	04/15/2019	13:19:22	North Bypass	311 Medical assist, assist EMS crew	
19-0001097	0	04/15/2019	15:26:15	829 Beirut	311 Medical assist, assist EMS crew	
19-0001098	0	04/15/2019	19:18:29	815 Shugart	322 Motor vehicle accident with	
19-0001099	0	04/15/2019	20:21:59	1116 Willowdale	311 Medical assist, assist EMS crew	
19-0001100	0	04/15/2019	21:34:39	805 Rucky	611 Dispatched & cancelled en route	
19-0001101	0	04/16/2019	04:10:57	1125 Walnut (East)	311 Medical assist, assist EMS crew	
19-0001102	0	04/16/2019	08:08:35	Jones	322 Motor vehicle accident with	
19-0001103	0	04/16/2019	08:18:05	712 Skylark	311 Medical assist, assist EMS crew	
19-0001104	0	04/16/2019	09:09:30	313 Keith	611 Dispatched & cancelled en route	
19-0001105	0	04/16/2019	11:05:25	1600 MLK Jr.	734 Heat detector activation due to	
19-0001106	0	04/16/2019	13:14:49	205 Selvidge St. (North)	311 Medical assist, assist EMS crew	
19-0001107	0	04/16/2019	13:29:04	709 North View	611 Dispatched & cancelled en route	
19-0001108	0	04/16/2019	14:57:44	1436 Chattanooga	611 Dispatched & cancelled en route	
19-0001109	0	04/16/2019	15:00:57	1809 Shadow	311 Medical assist, assist EMS crew	
19-0001110	0	04/16/2019	18:58:50	1519 Byron	611 Dispatched & cancelled en route	
19-0001111	0	04/16/2019	19:26:50	1004 Foster	131 Passenger vehicle fire	\$1,500
19-0001112	0	04/16/2019	21:50:30	1126 Richards	311 Medical assist, assist EMS crew	
19-0001113	0	04/17/2019	03:47:19	712 Skylark	111 Building fire	\$6,500
19-0001114	0	04/17/2019	04:56:22	1713 Willow Oak	311 Medical assist, assist EMS crew	
19-0001115	0	04/17/2019	07:33:05	1908 Brady	311 Medical assist, assist EMS crew	
19-0001116	0	04/17/2019	07:40:00	Hamilton Extension	322 Motor vehicle accident with	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001117	0	04/17/2019	08:15:09	1603 Beverly	745 Alarm system activation, no fire -	
19-0001118	0	04/17/2019	10:10:24	1801 Beechland	311 Medical assist, assist EMS crew	
19-0001119	0	04/17/2019	13:33:40	1147 Boylston	311 Medical assist, assist EMS crew	
19-0001120	0	04/17/2019	13:56:09	203 Mountain View	611 Dispatched & cancelled en route	
19-0001121	0	04/17/2019	15:48:47	818 Shugart	311 Medical assist, assist EMS crew	
19-0001122	0	04/17/2019	18:07:40	1205 Glenwood (North)	131 Passenger vehicle fire	\$3,001
19-0001123	0	04/17/2019	19:07:06	705 Emmons	611 Dispatched & cancelled en route	
19-0001124	0	04/18/2019	00:39:48	919 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001125	0	04/18/2019	06:59:23	807 Croy	311 Medical assist, assist EMS crew	
19-0001126	0	04/18/2019	12:25:58	Chattanooga	611 Dispatched & cancelled en route	
19-0001127	0	04/18/2019	12:30:25	514 Crawford (West)	531 Smoke or odor removal	
19-0001128	0	04/18/2019	13:31:41	414 Cedar	311 Medical assist, assist EMS crew	
19-0001129	0	04/18/2019	13:42:14	2032 Dug Gap	311 Medical assist, assist EMS crew	
19-0001130	0	04/18/2019	14:49:49	711 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001131	0	04/18/2019	15:52:57	310 Chestnut	311 Medical assist, assist EMS crew	
19-0001132	0	04/18/2019	18:02:39	111 Jernell	311 Medical assist, assist EMS crew	
19-0001133	0	04/18/2019	18:22:57	1115 Professional	611 Dispatched & cancelled en route	
19-0001134	0	04/18/2019	18:35:38	900 Shugart	611 Dispatched & cancelled en route	
19-0001135	0	04/18/2019	21:44:36	1407 Vann	311 Medical assist, assist EMS crew	
19-0001136	0	04/18/2019	22:58:40	413 Vann	311 Medical assist, assist EMS crew	
19-0001137	0	04/19/2019	00:31:01	1523 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001138	0	04/19/2019	01:34:39	1616 Beechland	311 Medical assist, assist EMS crew	
19-0001139	0	04/19/2019	02:28:51	1898 Summit House	611 Dispatched & cancelled en route	
19-0001140	0	04/19/2019	09:06:14	Thornton (North)	322 Motor vehicle accident with	
19-0001141	0	04/19/2019	09:22:09	1610 Ryman Ridge	311 Medical assist, assist EMS crew	
19-0001142	0	04/19/2019	09:54:55	1309 Georgian	461 Building or structure weakened or	
19-0001143	0	04/19/2019	11:49:32	Cleveland	322 Motor vehicle accident with	
19-0001145	0	04/19/2019	15:42:14	2150 Arbordale	311 Medical assist, assist EMS crew	
19-0001146	0	04/19/2019	16:09:25	North Bypass	322 Motor vehicle accident with	
19-0001147	0	04/19/2019	18:07:47	98 Walnut (West)	311 Medical assist, assist EMS crew	

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Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001148	0	04/19/2019	18:12:54	1118 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001149	0	04/19/2019	18:30:08	916 Vernon	251 Excessive heat, scorch burns with	
19-0001150	0	04/19/2019	19:00:15	881 College	311 Medical assist, assist EMS crew	
19-0001151	0	04/19/2019	19:12:35	712 Skylark	311 Medical assist, assist EMS crew	
19-0001152	0	04/20/2019	10:53:18	1505 Coronet	735 Alarm system sounded due to	
19-0001153	0	04/20/2019	11:51:40	1046 Lakeshore (East)	311 Medical assist, assist EMS crew	
19-0001154	0	04/20/2019	14:08:09	708 Morris (East)	311 Medical assist, assist EMS crew	
19-0001155	0	04/20/2019	14:13:13	521 Selvidge St. (North)	412 Gas leak (natural gas or LPG)	
19-0001156	0	04/20/2019	15:20:36	1505 Coronet	151 Outside rubbish, trash or waste	
19-0001157	0	04/20/2019	15:28:34	Veterans	322 Motor vehicle accident with	
19-0001158	0	04/20/2019	16:01:19	1306 Woodsdale	311 Medical assist, assist EMS crew	
19-0001159	0	04/20/2019	16:07:30	1644 Old Haig Mill	311 Medical assist, assist EMS crew	
19-0001160	0	04/20/2019	20:02:16	507 McAfee	311 Medical assist, assist EMS crew	
19-0001161	0	04/21/2019	01:11:50	1108 Rio Vista	311 Medical assist, assist EMS crew	
19-0001162	0	04/21/2019	01:43:08	1014 Richards	311 Medical assist, assist EMS crew	
19-0001163	0	04/21/2019	05:46:58	505 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001164	0	04/21/2019	06:57:57	865 Holiday Inn	622 No Incident found on arrival at	
19-0001165	0	04/21/2019	09:45:16	1403 Sherwood	652 Steam, vapor, fog or dust thought	
19-0001166	0	04/21/2019	12:14:36	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001167	0	04/21/2019	16:17:57	MLK Jr.	311 Medical assist, assist EMS crew	
19-0001168	0	04/21/2019	16:19:38	604 Woodland (West)	311 Medical assist, assist EMS crew	
19-0001169	0	04/21/2019	17:18:18	110 Ridge St. (North)	311 Medical assist, assist EMS crew	
19-0001170	0	04/21/2019	23:15:33	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
19-0001171	0	04/22/2019	05:51:37	1600 MLK Jr.	734 Heat detector activation due to	
19-0001172	0	04/22/2019	08:10:23	Jackson	622 No Incident found on arrival at	
19-0001173	0	04/22/2019	09:09:32	1908 Sourwood	311 Medical assist, assist EMS crew	
19-0001174	0	04/22/2019	10:48:36	1480 Westover	311 Medical assist, assist EMS crew	
19-0001175	0	04/22/2019	11:35:55	Winton	311 Medical assist, assist EMS crew	
19-0001176	0	04/22/2019	12:39:09	1115 Professional	311 Medical assist, assist EMS crew	
19-0001177	0	04/22/2019	12:44:41	400 Barbara	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001178	0	04/22/2019	12:54:14	1505 Coronet	132 Road freight or transport vehicle	\$8,000
19-0001179	0	04/22/2019	13:34:51	1459 Heather	311 Medical assist, assist EMS crew	
19-0001180	0	04/22/2019	14:16:11	807 Redwine	311 Medical assist, assist EMS crew	
19-0001181	0	04/22/2019	14:42:01	1205 Royal	745 Alarm system activation, no fire -	
19-0001182	0	04/22/2019	15:38:55	415 Morningside	311 Medical assist, assist EMS crew	
19-0001183	0	04/22/2019	16:03:29	1203 Acme	311 Medical assist, assist EMS crew	
19-0001184	0	04/22/2019	16:11:33	1200 James	311 Medical assist, assist EMS crew	
19-0001185	0	04/22/2019	17:23:37	1930 Sourwood	311 Medical assist, assist EMS crew	
19-0001186	0	04/22/2019	20:26:36	1111 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001187	0	04/22/2019	21:31:36	812 Greenwood	311 Medical assist, assist EMS crew	
19-0001188	0	04/22/2019	23:39:10	1810 Bridgewater	611 Dispatched & cancelled en route	
19-0001189	0	04/23/2019	01:06:35	1115 Professional	611 Dispatched & cancelled en route	
19-0001190	0	04/23/2019	04:41:02	1212 Broadrick	311 Medical assist, assist EMS crew	
19-0001191	0	04/23/2019	06:29:03	523 Rainsong	311 Medical assist, assist EMS crew	
19-0001192	0	04/23/2019	07:02:56	421 Underwood	311 Medical assist, assist EMS crew	
19-0001193	0	04/23/2019	08:35:28	2200 Chattanooga	311 Medical assist, assist EMS crew	
19-0001194	0	04/23/2019	08:42:26	1505 Coronet	151 Outside rubbish, trash or waste	
19-0001195	0	04/23/2019	09:37:02	653 Peek	745 Alarm system activation, no fire -	
19-0001196	0	04/23/2019	11:47:33	Glenwood (South)	311 Medical assist, assist EMS crew	
19-0001197	0	04/23/2019	11:55:09	1733 Threadmill	444 Power line down	
19-0001198	0	04/23/2019	12:19:39	207 King (West)	311 Medical assist, assist EMS crew	
19-0001199	0	04/23/2019	12:36:26	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
19-0001200	0	04/23/2019	13:03:16	225 Fredrick (North)	412 Gas leak (natural gas or LPG)	
19-0001201	0	04/23/2019	16:59:21	Glenwood (South)	324 Motor Vehicle Accident with no	
19-0001202	0	04/23/2019	20:32:50	904 Civic	611 Dispatched & cancelled en route	
19-0001203	0	04/23/2019	23:09:19	98 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001204	0	04/24/2019	00:05:22	1300 Georgian	311 Medical assist, assist EMS crew	
19-0001205	0	04/24/2019	00:13:26	Hamilton (South)	622 No Incident found on arrival at	
19-0001206	0	04/24/2019	01:06:07	1320 Winton	311 Medical assist, assist EMS crew	
19-0001207	0	04/24/2019	01:09:48	1115 Professional	611 Dispatched & cancelled en route	

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Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001208	0	04/24/2019	02:01:06	714 Gist	424 Carbon monoxide incident	
19-0001209	0	04/24/2019	02:36:59	1306 Underwood	311 Medical assist, assist EMS crew	
19-0001210	0	04/24/2019	09:18:20	98 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001211	0	04/24/2019	09:38:19	1016 Bonanza	311 Medical assist, assist EMS crew	
19-0001212	0	04/24/2019	09:54:00	1320 Winton	743 Smoke detector activation, no fire	
19-0001213	0	04/24/2019	16:37:05	Tibbs (North)	324 Motor Vehicle Accident with no	
19-0001214	0	04/24/2019	19:03:19	1102 Burleyson	714 Central station, malicious false	
19-0001215	0	04/24/2019	20:14:23	930 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001216	0	04/24/2019	21:27:37	1369 Walnut (West)	324 Motor Vehicle Accident with no	
19-0001217	0	04/25/2019	02:47:45	I-75 N. Bound	611 Dispatched & cancelled en route	
19-0001218	0	04/25/2019	07:46:11	1300 Georgian	311 Medical assist, assist EMS crew	
19-0001219	0	04/25/2019	09:52:18	324 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001220	0	04/25/2019	12:48:30	Emery (East)	311 Medical assist, assist EMS crew	
19-0001221	0	04/25/2019	13:39:27	721 Skylark	311 Medical assist, assist EMS crew	
19-0001222	0	04/25/2019	13:58:08	304 Robinwood	311 Medical assist, assist EMS crew	
19-0001223	0	04/25/2019	17:18:41	1921 Sourwood	311 Medical assist, assist EMS crew	
19-0001224	0	04/25/2019	20:37:08	Rucky	311 Medical assist, assist EMS crew	
19-0001225	0	04/25/2019	21:55:45	790 College	322 Motor vehicle accident with	
19-0001226	0	04/25/2019	22:22:49	319 Hamilton (North)	311 Medical assist, assist EMS crew	
19-0001227	0	04/25/2019	23:03:18	1000 Vista	741 Sprinkler activation, no fire -	
19-0001228	0	04/25/2019	23:05:06	905 Roan	611 Dispatched & cancelled en route	
19-0001229	0	04/26/2019	01:41:20	905 Hamilton (South)	311 Medical assist, assist EMS crew	
19-0001230	0	04/26/2019	03:08:16	816 Walnut Square	735 Alarm system sounded due to	
19-0001231	0	04/26/2019	08:21:16	Glenwood (South)	611 Dispatched & cancelled en route	
19-0001232	0	04/26/2019	10:57:23	306 Brothers	311 Medical assist, assist EMS crew	
19-0001233	0	04/26/2019	11:52:50	316 Rowena	311 Medical assist, assist EMS crew	
19-0001234	0	04/26/2019	14:02:54	1600 Beechland	311 Medical assist, assist EMS crew	
19-0001235	0	04/26/2019	16:48:51	816 Walnut Square	142 Brush or brush-and-grass mixture	
19-0001236	0	04/26/2019	16:58:31	1009 Professional	311 Medical assist, assist EMS crew	
19-0001237	0	04/26/2019	19:52:07	1601 Beechland	311 Medical assist, assist EMS crew	

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001238	0	04/26/2019	20:06:33	1012 Frazier	561 Unauthorized burning	
19-0001239	0	04/26/2019	20:08:03	1502 Belmont	311 Medical assist, assist EMS crew	
19-0001240	0	04/26/2019	21:44:46	1218 Broadrick	311 Medical assist, assist EMS crew	
19-0001241	0	04/26/2019	23:32:12	2111 King	131 Passenger vehicle fire	
19-0001242	0	04/27/2019	03:28:53	2007 Brookview	311 Medical assist, assist EMS crew	
19-0001243	0	04/27/2019	03:53:35	1016 Bonanza	311 Medical assist, assist EMS crew	
19-0001244	0	04/27/2019	06:55:50	310 Chestnut	311 Medical assist, assist EMS crew	
19-0001245	0	04/27/2019	12:38:23	706 Skylark	311 Medical assist, assist EMS crew	
19-0001246	0	04/27/2019	14:10:49	1401 Mack	311 Medical assist, assist EMS crew	
19-0001247	0	04/27/2019	15:07:12	1236 Glenwood (North)	311 Medical assist, assist EMS crew	
19-0001248	0	04/27/2019	15:27:17	795 Bermuda	111 Building fire	\$3,150
19-0001249	0	04/27/2019	16:03:22	Veterans	311 Medical assist, assist EMS crew	
19-0001250	0	04/27/2019	19:15:52	611 Sheridan	311 Medical assist, assist EMS crew	
19-0001251	0	04/27/2019	21:35:31	Veterans	322 Motor vehicle accident with	
19-0001252	0	04/28/2019	02:22:43	404 Lesley	311 Medical assist, assist EMS crew	
19-0001253	0	04/28/2019	03:06:33	523 Rainsong	311 Medical assist, assist EMS crew	
19-0001254	0	04/28/2019	04:26:54	500 Lesley	611 Dispatched & cancelled en route	
19-0001255	0	04/28/2019	05:23:09	405 Moore	311 Medical assist, assist EMS crew	
19-0001256	0	04/28/2019	07:54:41	508 Fairview	311 Medical assist, assist EMS crew	
19-0001257	0	04/28/2019	10:49:54	2325 Chattanooga	311 Medical assist, assist EMS crew	
19-0001258	0	04/28/2019	11:20:00	1725 Brighton	311 Medical assist, assist EMS crew	
19-0001259	0	04/28/2019	12:02:45	314 Fernwood	311 Medical assist, assist EMS crew	
19-0001260	0	04/28/2019	12:21:09	916 Vernon	311 Medical assist, assist EMS crew	
19-0001261	0	04/28/2019	13:51:44	902 Sandy Dunes	311 Medical assist, assist EMS crew	
19-0001262	0	04/28/2019	15:20:07	2200 Chattanooga	311 Medical assist, assist EMS crew	
19-0001263	0	04/28/2019	17:37:47	1900 Middle Summit	311 Medical assist, assist EMS crew	
19-0001264	0	04/28/2019	18:00:25	1300 Waugh (West)	311 Medical assist, assist EMS crew	
19-0001265	0	04/28/2019	20:05:27	800 Red Clay	311 Medical assist, assist EMS crew	
19-0001266	0	04/28/2019	20:36:01	933 Market	160 Special outside fire, Other	
19-0001267	0	04/29/2019	02:59:50	301 Waugh (West)	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
19-0001268	0	04/29/2019	10:08:37	519 Hawthorne (West)	442 Overheated motor	
19-0001269	0	04/29/2019	11:08:41	650 College	733 Smoke detector activation due to	
19-0001270	0	04/29/2019	15:25:43	Walnut (West)	611 Dispatched & cancelled en route	
19-0001271	0	04/29/2019	15:26:43	Walnut (West)	324 Motor Vehicle Accident with no	
19-0001272	0	04/29/2019	17:22:32	1509 Walnut (West)	311 Medical assist, assist EMS crew	
19-0001273	0	04/29/2019	19:22:21	Waugh (West)	322 Motor vehicle accident with	
19-0001274	0	04/29/2019	20:30:53	Tyler (West)	622 No Incident found on arrival at	
19-0001275	0	04/29/2019	23:12:36	1921 Sourwood	311 Medical assist, assist EMS crew	
19-0001276	0	04/30/2019	07:09:06	1802 Beechland	311 Medical assist, assist EMS crew	
19-0001277	0	04/30/2019	11:43:33	2005 Southcrest	311 Medical assist, assist EMS crew	
19-0001278	0	04/30/2019	12:41:16	1816 Brookland	561 Unauthorized burning	
19-0001279	0	04/30/2019	13:20:23	400 Martha Sue	311 Medical assist, assist EMS crew	
19-0001280	0	04/30/2019	14:46:57	1012 May	311 Medical assist, assist EMS crew	
19-0001281	0	04/30/2019	16:48:55	1001 Brown	445 Arcing, shorted electrical	
19-0001282	0	04/30/2019	18:24:11	2315 Sir Lancelot	311 Medical assist, assist EMS crew	
19-0001283	0	04/30/2019	18:55:16	Abutment	311 Medical assist, assist EMS crew	
19-0001284	0	04/30/2019	19:26:51	911 Clark	311 Medical assist, assist EMS crew	
19-0001285	0	04/30/2019	21:10:41	Underwood	611 Dispatched & cancelled en route	
19-0001286	0	04/30/2019	21:27:47	Waugh (West)	324 Motor Vehicle Accident with no	
19-0001287	0	04/30/2019	21:52:15	403 Bristol	311 Medical assist, assist EMS crew	
19-0001288	0	04/30/2019	22:18:31	1308 Georgian	311 Medical assist, assist EMS crew	
19-0001289	0	04/30/2019	22:56:01	1218 Broadrick	611 Dispatched & cancelled en route	
Total Incident Count		352			Total Est Loss	\$88,151

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Fire Service Casualties by Incident (Monthly)

Alarm Date Between {04/01/2019} And {04/30/2019}

Incident	Alm Date	Alm Time	Response	Location	Incident Type
19-0001011-000	04/07/2019	10:43:49	00:03:58	820 Vernon AVE	311 Medical assist, assist EMS crew

Cas #: 1 Metcalf, Greg Brian

Sex: Male Age: 43

Cause: 7 Overexertion/strain

Activity: 65 Providing EMS care

Severity: 4 Moderate severity, lost-time

Total Fire Svc Casualty Count 1

DALTON

Incident Type Period Comparisons

Alarm Date Between {04/01/2019} and {04/30/2019}

Incident Type	04/01/2019 to 04/30/2019	04/01/2018 to 04/30/2018	04/01/2017 to 04/30/2017	04/01/2016 to 04/30/2016
111 Building fire	4	2	5	1
112 Fires in structure other than in a building	0	0	0	1
113 Cooking fire, confined to container	0	2	3	2
131 Passenger vehicle fire	4	2	1	4
132 Road freight or transport vehicle fire	2	0	0	4
141 Forest, woods or wildland fire	0	1	0	0
142 Brush or brush-and-grass mixture fire	1	0	2	1
143 Grass fire	0	2	0	0
151 Outside rubbish, trash or waste fire	2	2	0	2
154 Dumpster or other outside trash receptacle fire	0	2	2	1
160 Special outside fire, Other	1	0	0	0
161 Outside storage fire	0	1	0	0
162 Outside equipment fire	0	0	2	0
251 Excessive heat, scorch burns with no ignition	1	0	0	0
311 Medical assist, assist EMS crew	219	202	236	184
322 Motor vehicle accident with injuries	17	1	2	8
323 Motor vehicle/pedestrian accident (MV Ped)	1	1	2	0
324 Motor Vehicle Accident with no injuries	8	4	1	6
352 Extrication of victim(s) from vehicle	0	1	0	2
353 Removal of victim(s) from stalled elevator	1	0	1	0
357 Extrication of victim(s) from machinery	1	0	0	0
411 Gasoline or other flammable liquid spill	0	0	1	0
412 Gas leak (natural gas or LPG)	2	0	0	1
413 Oil or other combustible liquid spill	1	0	0	0
421 Chemical hazard (no spill or leak)	0	1	0	0
424 Carbon monoxide incident	1	0	0	1
441 Heat from short circuit (wiring), defective/worn	0	0	0	2

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Incident Type Period Comparisons

Alarm Date Between {04/01/2019} and {04/30/2019}

Incident Type	04/01/2019 to 04/30/2019	04/01/2018 to 04/30/2018	04/01/2017 to 04/30/2017	04/01/2016 to 04/30/2016
442 Overheated motor	1	0	1	0
443 Breakdown of light ballast	1	0	0	0
444 Power line down	1	1	4	0
445 Arcing, shorted electrical equipment	1	2	4	2
461 Building or structure weakened or collapsed	1	0	2	0
463 Vehicle accident, general cleanup	0	0	0	2
500 Service Call, other	0	1	0	0
510 Person in distress, Other	0	1	0	0
520 Water problem, Other	0	1	0	1
522 Water or steam leak	0	0	4	1
531 Smoke or odor removal	1	0	2	1
542 Animal rescue	0	1	0	0
551 Assist police or other governmental agency	2	1	0	1
552 Police matter	0	0	1	0
553 Public service	0	0	1	1
561 Unauthorized burning	3	3	0	0
611 Dispatched & cancelled en route	36	27	21	12
622 No Incident found on arrival at dispatch address	11	6	3	4
631 Authorized controlled burning	0	0	1	0
651 Smoke scare, odor of smoke	1	0	2	2
652 Steam, vapor, fog or dust thought to be smoke	1	0	3	1
653 Smoke from barbecue, tar kettle	0	0	1	0
671 HazMat release investigation w/no HazMat	0	1	0	0
710 Malicious, mischievous false call, Other	0	0	1	0
711 Municipal alarm system, malicious false alarm	0	1	0	1
714 Central station, malicious false alarm	1	0	0	0
715 Local alarm system, malicious false alarm	0	1	1	0

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Incident Type Period Comparisons

Alarm Date Between {04/01/2019} and {04/30/2019}

Incident Type	04/01/2019 to 04/30/2019	04/01/2018 to 04/30/2018	04/01/2017 to 04/30/2017	04/01/2016 to 04/30/2016
730 System malfunction, Other	0	0	1	0
731 Sprinkler activation due to malfunction	0	1	3	0
733 Smoke detector activation due to malfunction	4	4	6	4
734 Heat detector activation due to malfunction	2	0	1	0
735 Alarm system sounded due to malfunction	5	3	1	5
736 CO detector activation due to malfunction	0	0	1	0
740 Unintentional transmission of alarm, Other	0	1	0	0
741 Sprinkler activation, no fire - unintentional	2	0	0	0
743 Smoke detector activation, no fire -	5	9	11	9
744 Detector activation, no fire - unintentional	0	0	4	5
745 Alarm system activation, no fire - unintentional	6	10	9	2
746 Carbon monoxide detector activation, no CO	1	0	0	0
Totals	<u>352</u>	<u>299</u>	<u>347</u>	<u>274</u>

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Monthly Unit Response Time Analysis

Alarm Date Between {04/01/2019} And {04/30/2019}
and Response Code = "1 " (Emergency)

Response		Count	Percentage
Hrs	Mins		
	< 01	24	5.9%
	01	60	14.9%
	02	114	28.3%
	03	94	23.3%
	04	54	13.4%
	05	30	7.4%
	06	14	3.4%
	07	9	2.2%
	08	3	0.7%

Overall Average Response Time: 00:03:14

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Monthly Unit Response Time Analysis

Alarm Date Between {04/01/2019} And {04/30/2019}
and Response Code = "2 " (Non-Emergency)

Response		Count	Percentage
Hrs	Mins		
	< 01	6	14.6%
	01	1	2.4%
	02	7	17.0%
	03	10	24.3%
	04	7	17.0%
	05	3	7.3%
	06	2	4.8%
	07	1	2.4%
	08	1	2.4%
	09	2	4.8%
	15	1	2.4%

Overall Average Response Time: 00:04:05

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
4/1/19 –4/30/19**

Total incidents in time period – 257

EMS on-scene prior to DFD – 72

EMS not on-scene prior – 185

During the month of April, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 72% of medical responses.

Training Division Monthly Report

April 2019

Overview

The Training Division delivered the first 80 hours of a 120 hour Rope Rescue Technician course to 14 new members of the department's technical rescue team. The third week of training will be conducted in May. The department hosted HazmatIQ: Above the Line/Below the Line which dealt with use of the periodic table in identifying and classifying hazardous materials. Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of April totaled 3,245.

Outside Schools

Six personnel attended Fire Department Instructor's Conference in Indianapolis, Indiana.

All 4 of the department's fire investigators attended required annual recertification training in Helen, Georgia and Jacksonville, Florida.

One student attended the National Fire Academy's direct delivery course titled Shaping the Future in Americus, Georgia.

Support Functions

- 30 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 667 hours in April
- 5 hours were dedicated to fire investigation and related activities
- 223 hours were committed to spring hydrant detail

Prevention Division Monthly Report

April 2019

Inspections

Annual Inspections	Total:	10
Apartment Inspections	Total:	2
Site Inspections	Total:	684 671 ISO
Fire Alarm Inspection	Total:	
Sprinkler System Inspection	Total:	
New Kitchen Hood Inspections	Total:	1
Knox Box Installation	Total:	7
Occupational Tax Certificate Inspections	Total:	4
Alcohol Inspections	Total:	1
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	
100 Percent Inspections	Total:	
Pre-Incident Surveys	Total:	118
Plan Reviews	Total:	4
Addressing	Total:	
Total Inspections		831

Public Relations

Fire Safety Education

Events	Total:	13
Staff Members Participated	Total:	43
Staff Hours	Total:	46
Number of Adults Reached	Total:	249
Number of Children Reached	Total:	345
Total Residents Reached		594

Smoke Detector Installation

Events	Total:	1
Staff Members Participated	Total:	3
Staff Hours	Total:	1
Total Smoke Detectors Installed	Total:	2
Total Number of Adults Reached	Total:	4
Total Number of Children Reached	Total:	1
Total Residents Reached		5

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
04/02/2019	12:40	30298 Ford of Dalton 925 Shugart RD	0.64	
04/03/2019	15:15	50096 Iglesia De Dios Pentecostal Fuente Agua 1007 Underwood ST	0.00	
04/03/2019	09:50	40059 KROGER 1365 Walnut (West) AVE	0.04	
04/15/2019	09:49	30138 Alliant Health Plans 1503 Tibbs (North) RD	0.01	
04/30/2019	16:05	20783 Kenny's 1022 Riverbend RD	0.57	
04/02/2019	09:07	40067 IHOP 1510 Walnut (West) AVE	0.30	
04/02/2019	10:25	30030 Econolodge 1507 Tibbs (North) RD	0.53	
04/12/2019	09:50	50073 SUBWAY 1281 Glenwood (North) AVE	0.09	
04/12/2019	09:58	50074 Jackson Hewitt 1283 Glenwood (North) AVE	0.05	
04/22/2019	09:27	50098 J & J Industries 1605 Underwood ST	0.01	
Total Activities for Type: 10			2.24	
205 INSPECTION - Annual Apartment				
04/25/2019	14:02	30271 Woodsdale Apartments 1302 Woodsdale PL /1	0.04	
04/02/2019	09:16	50135 Underwood Lodge 1306 Underwood ST	0.70	
Total Activities for Type: 2			0.74	
210 INSPECTION - Site				
04/02/2019		40187 AT&T 1318 Walnut (West) AVE /Suite 1	0.00	
04/29/2019	08:00	10777 Alliant Health Plans 201 Waugh (West) ST /Suite 300	1.50	

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site				
04/29/2019	09:30	10778 Health One Alliance, LLC 201 Waugh (West) ST /Suite 400	1.00	
04/02/2019	08:51	40072 Affordable Dentures and Impants 1513 Walnut (West) AVE /Suite 2	0.01	
04/02/2019	08:59	40070 Affordable Dentures and Implants 1513 Walnut (West) AVE /Suite 1	0.11	
04/24/2019		30078 Intergrity Reclaim LLC 1505 Coronet DR	0.00	
04/08/2019		20219 Mohawk 2100 Hamilton (South) ST	0.00	
04/25/2019		20782 H&R Market 1704 Abutment RD	0.00	
04/12/2019		20782 H&R Market 1704 Abutment RD	0.00	
04/11/2019		20764 Cacao Dominican Restaurant Inc. 702 Fifth AVE	0.00	
04/02/2019		40118 Pulmonary & Sleep Medicine 1420 Mineral Springs RD	0.00	
04/16/2019		30298 Ford of Dalton 925 Shugart RD	0.00	
04/16/2019		10755 The Mill at Crown Garden 825 Chattanooga AVE	0.00	
Total Activities for Type: 13			2.62	
250 INSPECTION - New Kitchen Hood Installation				
04/19/2019		20782 H&R Market 1704 Abutment RD	0.00	
Total Activities for Type: 1			0.00	
251 INSPECTION - Knox Box Installation				
04/19/2019		1P003 Barrett Properties 201 Waugh (West) ST	0.00	
04/19/2019		10557 BB&T 201 Waugh (West) ST	0.00	

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
251 INSPECTION - Knox Box Installation				
04/15/2019		50065 FAMILY DOLLAR STORE 1261 Glenwood (North) AVE	0.00	
04/15/2019		50073 SUBWAY 1281 Glenwood (North) AVE	0.00	
04/29/2019		10777 Alliant Health Plans 201 Waugh (West) ST /Suite 300	0.00	
04/29/2019		10778 Health One Alliance, LLC 201 Waugh (West) ST /Suite 400	0.00	
04/19/2019		20483 Bargain Hunt 2121 Walnut (East) AVE	0.00	
Total Activities for Type: 7			0.00	
261 INSPECTION - OTC				
04/02/2019	15:21	10779 The Friesen Center 404 Thornton (South) AVE	0.30	
04/17/2019	14:44	20764 Cacao Dominican Restaurant Inc. 702 Fifth AVE	0.22	
04/12/2019	13:28	20318 One Source Sample LLC. 950 Riverbend DR	0.06	
04/08/2019	13:15	20770 United Karate Studios Dalton 1132 Walnut (East) AVE	0.03	
Total Activities for Type: 4			0.61	
262 INSPECTION - Alcohol				
04/17/2019		20764 Cacao Dominican Restaurant Inc. 702 Fifth AVE	1.00	
Total Activities for Type: 1			1.00	

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Monthly Prevention Inspections by Type

Date Completed Between {04/01/2019} And
{04/30/2019}

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/08/2019	10:00	30281 Lyle Industries 1799 Kimberly Park DR	2.00	
04/22/2019	09:30	20651 The Recreational Group 205 Boring DR	1.50	
04/22/2019	10:00	20718 Nurazzo 212 Boring DR	0.50	
04/22/2019	10:30	20652 Holmes Welding Inc. 213 Boring DR	0.50	
04/22/2019		50122 Mattress Connection 601 Flemming ST /Suite C	0.00	
04/22/2019		50126 Gio's 603 Flemming ST /Suite F	0.00	
04/22/2019		50125 1st Franklin Financial 601 Flemming ST /Suite A	0.00	
04/22/2019		50124 Signs by Ink Fish 601 Flemming ST /Suite D	0.00	
04/22/2019	09:00	40002 NW Gerogia Trade and Convention Center 2211 Dug Gap Battle RD	0.00	
04/08/2019	10:00	50110 Priority Care 1000 Riverburch PKY	0.25	
04/08/2019	13:00	20691 American National 511 Benjamin WAY /Suite 112 and 4	0.00	
04/08/2019	13:00	10113 CHROMATEK YARN SPECIALTIES 313 Flour Mill DR	1.00	
04/08/2019	13:00	2P004 Ralston Management 511 Benjamin WAY /100 and 102	0.50	
04/08/2019	13:00	20680 Insured Solutions 511 Benjamin WAY /Suites 104 and 6	0.50	
04/08/2019	09:45	50118 Dollar General Store 1004 Riverburch PKY	0.25	
04/08/2019	09:30	50131 Braun Eyecare 1008 Riverburch PKY	0.25	
04/08/2019	09:15	50127 INTEGRA REHABILITATIONS 1013 Riverburch PKY /Suite 1	0.25	
04/08/2019	09:15	50128 Integra Rehabilitation 1013 Riverburch PKY /Suite 2	0.25	
04/08/2019	09:15	50129 Integra Rehabilitation 1013 Riverburch PKY /3	0.25	

05/07/2019 08:59

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/08/2019	09:00	50111 Murrell S. Tull Jr. D.D.S 1017 Riverburch PKY /Dalton, GA 30721	0.25	
04/08/2019	10:15	50120 Peak Fitness 1021 Riverburch PKY /Dalton, GA 30721	0.25	
04/08/2019	10:30	50119 Master Seo's 1024 Riverburch PKY	0.25	
04/29/2019		50036 Lowe's Home Center 1212 Glenwood (North) AVE	0.00	
04/29/2019		50037 Taco Bell 1242 Glenwood (North) AVE	0.00	
04/29/2019		3P002 Shoppes on Shugart 785 Shugart RD	0.00	
04/29/2019		50041 BB&T BANK 1244 Glenwood (North) AVE	0.00	
04/29/2019		20670 U.S. Immigration and Customs Enforcement 920 Abutment RD	0.00	
04/29/2019		50043 Walgreens 1320 Glenwood (North) AVE	0.00	
04/29/2019		50042 Checkers 1300 Glenwood (North) AVE	0.00	
04/29/2019		30209 Great Clips 785 Shugart RD /3	0.00	
04/29/2019		30210 First Bank of Dalton 785 Shugart RD /11	0.00	
04/29/2019		30212 PS Nails 785 Shugart RD /6	0.00	
04/29/2019		30213 Game Stop 785 Shugart RD /7	0.00	
04/29/2019		30214 Marco Pizza 785 Shugart RD /8	0.00	
04/29/2019		30215 Seasons Hibachi & Sushi 785 Shugart RD /9	0.00	
04/29/2019		30216 vacant 785 Shugart RD /10	0.00	
04/29/2019		30211 Blood Assurance 785 Shugart RD /5	0.00	
04/29/2019		30208 Vacant 785 Shugart RD /Suite 4	0.00	

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Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/29/2019		30207 Vacant 785 Shugart RD /Suite 1,2	0.00	
04/01/2019	09:00	20421 Vacant 720 Glenwood (South) AVE /210	0.00	
04/01/2019	09:00	20779 Vacant 720 Glenwood (South) AVE /200	0.00	
04/01/2019	12:30	40013 Howard Johnson 790 College DR	0.25	
04/01/2019	09:00	20435 Prime Lending 708 Glenwood (South) AVE /315&316	0.00	
04/01/2019	13:00	40015 Quality Inn 875 College DR	0.25	
04/01/2019	09:00	2P003 Raulston Properties 708 Glenwood (South) AVE	0.00	
04/01/2019	13:30	40016 Super 8 911 Market ST	0.50	
04/01/2019	09:00	20765 Security Finance 708 Glenwood (South) AVE /309&310	0.00	
04/01/2019	14:15	40017 Carpet Express 915 Market ST	0.25	
04/01/2019	09:00	20432 Shear Envy Salon 708 Glenwood (South) AVE /312A	0.00	
04/01/2019	14:30	40018 Encore 920 Market ST /D	0.25	
04/01/2019	09:00	20431 Vacant 708 Glenwood (South) AVE /311	0.00	
04/01/2019	08:00	20780 Vacant 720 Glenwood (South) AVE /208	0.00	
04/01/2019	10:30	30247 Internal Medicine Center 1407 Chattanooga AVE	0.50	
04/01/2019	13:30	30029 Baymont Inn & Suites 2106 Chattanooga RD /Baymont Inn & Suites	0.50	
04/01/2019	13:30	30201 Vacant 2204 Chattanooga RD	0.50	
04/01/2019	13:30	30202 VACANT 2106 Chattanooga RD	0.50	
04/01/2019	14:00	30263 Dalton Village Apartments 1809 Shadow LANE	0.50	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/08/2019	13:00	20579 Top Shelf Staffing 509 Benjamin WAY	0.50	
04/08/2019	13:00	20681 Living World Christian Church 513 Benjamin WAY /200 thru 204	0.50	
04/08/2019	13:30	10112 Chromatek Yarn Specialties 309 Flour Mill DR	0.00	
04/08/2019	13:00	20683 Raper Benefits 513 Benjamin WAY /208	0.50	
04/08/2019	14:00	10114 LANGFORD APPLIANCE WAREHOUSE 311 Flour Mill DR	0.00	
04/08/2019	13:00	20684 Response Reality 513 Benjamin WAY /210	0.50	
04/08/2019	13:00	20685 Edge Hair Salon 513 Benjamin WAY /212-214	0.50	
04/08/2019	14:15	10119 Vinyl Fence Fabricators 121 Glenwood (North) AVE	0.00	
04/08/2019	13:00	20686 Vacant 515 Benjamin WAY /300- 302	0.50	
04/08/2019	13:00	20687 Vacant 515 Benjamin WAY /304-306	0.50	
04/08/2019	14:30	10115 Mack Gaston Community Center 218 Fredrick (North) ST	0.00	
04/08/2019	13:00	20688 Salter and Toomey 515 Benjamin WAY	0.50	
04/08/2019	13:00	20689 Vacant 515 Benjamin WAY /312 -406	0.50	
04/08/2019	14:45	10108 Dalton Die Cutting 607 Elm (500,600,700 blk) ST	0.00	
04/08/2019	15:00	10109 Dalton Die Cutting Service 607 Elm ST	0.00	
04/08/2019	13:00	20690 Hamilton Home Health and Hospice Benjamin WAY /517/400-406	0.50	
04/08/2019	15:15	10110 Extrusion Services Ind. 622 Elm (500,600,700 blk) ST	0.00	
04/08/2019	10:00	10111 Roberto Express Trucking 200 Fernwood AVE	0.00	
04/01/2019	09:00	20418 Vacant 720 Glenwood (South) AVE /202	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {04/01/2019} And
{04/30/2019}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/01/2019	09:45	10205 Simply Outrageous Interior Design Studin 258 Hamilton (North) ST	0.25	
04/01/2019	09:00	20420 Sharon Langford Realty, LLC 720 Glenwood (South) AVE /206	0.00	
04/01/2019	09:00	20422 SOUTHERN CORP. 720 Glenwood (South) AVE /212	0.00	
04/01/2019	09:00	2P002 Raulston Properties 720 Glenwood (South) AVE	0.00	
04/01/2019	10:00	10791 State Farm Insurance 236 Hamilton (North) ST	0.25	
04/01/2019	09:00	20430 Sassy Nails 708 Glenwood (South) AVE /306	0.00	
04/01/2019	09:00	20429 Acceptance Insurance 708 Glenwood (South) AVE /305	0.00	
04/01/2019	09:00	20434 Country Financial 708 Glenwood (South) AVE /314	0.00	
04/01/2019	09:45	40010 Invista 745 College DR /C	0.50	
04/01/2019	09:00	20428 ET Staffing 708 Glenwood (South) AVE /303 &304	0.00	
04/01/2019	10:20	40011 Dalton State Athletics 730 College DR	0.50	
04/01/2019	09:00	20426 Express Employment 708 Glenwood (South) AVE /301	0.00	
04/01/2019	11:00	40012 Holiday Inn Express 865 Holiday Inn DR	0.25	
04/01/2019	09:00	20427 Express Employment 708 Glenwood (South) AVE /302	0.00	
04/01/2019	09:00	20767 G and W Exams 708 Glenwood (South) AVE /307	0.00	
04/01/2019	09:00	20412 Life Touch Chiropractic 720 Glenwood (South) AVE /100	0.00	
04/01/2019	09:00	20416 Intervention 720 Glenwood (South) AVE /110	0.00	
04/01/2019		50065 FAMILY DOLLAR STORE 1261 Glenwood (North) AVE	0.00	
04/01/2019	09:00	20415 Intervention 720 Glenwood (South) AVE /106&108	0.00	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {04/01/2019} And
{04/30/2019}

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/01/2019		50064 PT Solutions 1263 Glenwood (North) AVE	0.00	
04/01/2019	09:00	20417 Esperanza Counseling Services 720 Glenwood (South) AVE /112	0.00	
04/01/2019		50067 AMY'S NAILS 1269 Glenwood (North) AVE	0.00	
04/01/2019		50066 Little Caesars Pizza 1267 Glenwood (North) AVE	0.00	
04/01/2019		50068 Metro PCS 1271 Glenwood (North) AVE /Dalton, GA 30721	0.00	
04/01/2019	09:00	20414 Counseling Services 720 Glenwood (South) AVE /104	0.00	
04/01/2019	09:00	20433 Vacant 708 Glenwood (South) AVE /312B	0.00	
04/01/2019	09:00	20781 Vacant 708 Glenwood (South) AVE /313	0.00	
04/01/2019	09:00	20423 Hotel Restaurant Supply 720 Glenwood (South) AVE /214	0.00	
04/01/2019	09:00	20425 Hotel Restaurant Supply 720 Glenwood (South) AVE /220	0.00	
04/01/2019	09:00	20424 Hotel Restaurant Supply 720 Glenwood (South) AVE /216	0.00	
04/01/2019		50072 Randstad 1279 Glenwood (North) AVE	0.00	
04/01/2019		50073 SUBWAY 1281 Glenwood (North) AVE	0.00	
04/01/2019	09:00	20413 Counseling Services 720 Glenwood (South) AVE /102	0.00	
04/01/2019		50074 Jackson Hewitt 1283 Glenwood (North) AVE	0.00	
04/01/2019		50075 Vacant 1285 Glenwood (North) AVE	0.00	
04/01/2019		50076 Food City 1287 Glenwood (North) AVE	0.00	
04/01/2019		50078 A Smile For U 1293 Glenwood (North) AVE	0.00	
04/01/2019		50070 Kumo 1275 Glenwood (North) AVE	0.00	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {04/01/2019} And
{04/30/2019}

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
04/01/2019		50071 Kumo 1277 Glenwood (North) AVE	0.00	
04/01/2019	09:30	10201 The Paper Princess 238 Hamilton (North) ST /Suite 2	0.25	
04/01/2019	09:30	40009 La Quinta Inn & Suites 715 College DR	0.25	
04/01/2019	09:00	20419 Vacant 720 Glenwood (South) AVE /204	0.00	
Total Activities for Type: 118			20.00	

Grand Total Activities: 156

Grand Totals: 27.21 0.00

DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

30138 Alliant Health Plans
1503 Tibbs (North) RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
02/28/2019	* 2012 IFC 506.1 Knox Box, requirements	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.					
02/28/2019	* 2012 NFPA 101 7.9.3.1.1 Emergency light,	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Multiple emergency lights are out.					
02/28/2019	* 2013 NFPA 13 6.2.7.2 Sprinkler system, eschusion	1			0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Multiple plates missing.					

Total Individual Violation Codes for Occupancy: 3

20764 Cacao Dominican Restaurant Inc.
702 Fifth AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
01/08/2019	* 2011 NFPA 96 11.4 Kitchen hood,	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Kitchen hood needs cleaned.					
01/08/2019	* 2011 NFPA 96 11.7.1 Cooking equipment, In proper	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Equipment not in place.					
01/08/2019	* 2011 NFPA 96 12.1.2.4 Cooking equipment, Deep	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Not in place.					

*** Denotes Violations Corrected or Variance Issued**

05/07/2019 09:02

DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

20764 Cacao Dominican Restaurant Inc.
 702 Fifth AVE
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
01/08/2019	*2011 NFPA 96 8.1.1.1 Kitchen hood, Exhaust fan	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install hinge on exhaust fan for proper cleaning.					
01/08/2019	*2012 IFC 506.1 Knox Box, requirements	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Install Knox Box on building.					
01/08/2019	*2012 IFC 605.6 Electrical panel, cover not	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Ensure electrical outlets have proper covers.					
01/08/2019	*2012 IFC 906.2 Fire extinguisher, Properly	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: One extinguisher not tagged.					
01/08/2019	*2012 IMC 507.12 Cooking equipment, Proper	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Not in place.					
01/08/2019	*2013 NFPA 96 10.2.2 Class K placard required	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: See Annex A NFPA 10Class K placard needed.					

Total Individual Violation Codes for Occupancy: 9

* Denotes Violations Corrected or Variance Issued

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DALTON

Monthly Prevention Violations by Occupancy

Inspection Date Completed Between {04/01/2019} And {04/30/2019}

30030 Econolodge
1507 Tibbs (North) RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/02/2019	2012 IFC 505.1 Address, no suite Notes: Address numbers should be a minimum of 4 inches tall and 1/2 inch wide. Numbers should be visible from road fronting the property, and be contrasting to the background.Add address number at road.	1			0
04/02/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Conceal exposed wires	1			0
04/02/2019	2012 NFPA 101 7.9.3.1.1 Emergency light, Notes: Repair or replace emergency lights.	1			0
04/02/2019	2012 NFPA101 7.10.5.1 Exit sign, non functional Notes: Repair or replace exit signage.	1			0

Total Individual Violation Codes for Occupancy: 4					

30298 Ford of Dalton
925 Shugart RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/02/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Install Knox Box on the building. Install by the front door at a height of 6 foot.	1			0
04/02/2019	2012 IFC 605.3 Electrical panel, obstructed Notes: Remove combustibles near electrical panels.	1			0
04/02/2019	2012 IFC 605.3.1 Electrical panel, concealed Notes: Mark room as electrical room.	1			0
04/02/2019	2012 NFPA 101 7.9.3.1.1 Emergency light, Notes: Repair or replace emergency lighting.	1			0

* Denotes Violations Corrected or Variance Issued

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DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

30298 **Ford of Dalton**
925 Shugart RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/02/2019	2013 NFPA 13 6.2.7.2 Sprinkler system, eschusion Notes: Eschusion plate missing.	1			0
04/02/2019	DFDFMO AHJ, Requirement Notes: Replace hydraulic calc plate with metal engraved plate.	1			0

Total Individual Violation Codes for Occupancy: 6					

50096 **Iglesia De Dios Pentecostal Fuente Agua**
1007 Underwood ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
11/09/2018	* 2011 NFPA 96 10.9.1 Kitchen hood suppression Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Kitchen hood system needs to be inspected.	1			0
11/09/2018	2012 IFC 506.1 Knox Box, requirements Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Install key once box is installed.	1			0
11/09/2018	* 2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Email a copy of the current fire alarm inspection report.	1			0

Total Individual Violation Codes for Occupancy: 3					

*** Denotes Violations Corrected or Variance Issued**

05/07/2019 09:02

DALTON

Monthly Prevention Violations by Occupancy

Inspection Date Completed Between {04/01/2019} And {04/30/2019}

40067 IHOP
1510 Walnut (West) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
01/23/2019	* 2011 NFPA 96 11.7.2 Cooking equipment, Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Equipment needs to be cleaned daily.	1			0
01/23/2019	* 2011 NFPA 96 8.1.1.1 Kitchen hood, Exhaust fan Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Fans are marked on inspection report as not hinged, have this correct and a proper cleaning performed afterwards.	1			0
01/23/2019	* 2012 IFC 506.1 Knox Box, requirements Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building. Install Knox Box on building.	1			0
01/23/2019	* 2012 IFC 605.3 Electrical panel, obstructed Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Remove combustibles near electrical panels.	1			0
01/23/2019	* 2012 IMC 507.12 Cooking equipment, Proper Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Cooking equipment should be at least 6 inches inside hood.	1			0
01/23/2019	* 2012 NFPA 101 7.1.10.1 MOE, unimpeded exit access Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Remove items blocking the door.	1			0
01/23/2019	* 2013 NFPA 96 10.2.2 Class K placard required Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: See Annex A NFPA 10 Install placard above class k extinguisher.	1			0

Total Individual Violation Codes for Occupancy: 7

* Denotes Violations Corrected or Variance Issued

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DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

50098 **J & J Industries**
1605 Underwood ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
10/23/2018	* 2012 NFPA101 7.10.5.1 Exit sign, non functional	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Three exit light need repaired o replaced.					

Total Individual Violation Codes for Occupancy: 1					

50074 **Jackson Hewitt**
1283 Glenwood (North) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
10/18/2018	* 2012 IFC 506.1 Knox Box, requirements	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door.Add Knox Box.					
10/18/2018	* 2012 IFC 906.2 Fire extinguisher, Properly	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Need to have extinguishers inspected.					

Total Individual Violation Codes for Occupancy: 2					

20783 **Kenny's**
1022 Riverbend RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/30/2019	2011 NFPA 96 6.2.3.3 Kitchen hood, grease	1			0
Notes: Gap in filters must be removed.					

* Denotes Violations Corrected or Variance Issued

05/07/2019 09:02

DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

20783 **Kenny's**
1022 Riverbend RD
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/30/2019	2011 NFPA 96 8.1.1.1 Kitchen hood, Exhaust fan Notes: Must hinge.	1			0
04/30/2019	2012 IFC 506.1 Knox Box, requirements Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building.Add Knox Box to building.	1			0
04/30/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Two open spaces in box.	1			0
04/30/2019	2012 IFC 605.1 Electrical panel, abatement of Notes: Wiring must be in conduit.	1			0
04/30/2019	2012 IFC 605.4 Multi outlet adaptor Notes: Limit use of multi plug adapters.	1			0
04/30/2019	2012 IFC 605.5 Extension cord, Improper use Notes: Cannot use extension cords for permanent wiring.	1			0
04/30/2019	2012 NFPA101 7.10.5.1 Exit sign, non functional Notes: Repair or replace exit sign.	1			0
04/30/2019	2013 NFPA 10 6.6.1 Class K fire extinguisher Notes: Add class K.	1			0

Total Individual Violation Codes for Occupancy: 9

40059 **KROGER**
1365 Walnut (West) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
01/08/2019	* 2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request.	1			0

*** Denotes Violations Corrected or Variance Issued**

05/07/2019 09:02

DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

40059 **KROGER**
 1365 Walnut (West) AVE
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
	Original Violation Remarks: Email a copy of the current inspection report.				

Total Individual Violation Codes for Occupancy: 1

20318 **One Source Sample LLC.**
 950 Riverbend DR
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
10/26/2018	* 2011 NFPA 25 4.3.6.1 Sprinkler system, Annual	1			0
	Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Email report once Carpet Capital has finished their inspection.				
10/26/2018	* 2012 IFC 506.1 Knox Box, requirements	1			0
	Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Install Knox Box on building.				
10/26/2018	2012 IFC 506.1 Knox Box, requirements	1			0
	Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Install key once box is installed.				
10/26/2018	* 2012 NFPA 101 7.10.1.8 Exit sign, not visible	1			0
	Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Ensure exit signage is visible from all areas of building.				

* Denotes Violations Corrected or Variance Issued

DALTON

Monthly Prevention Violations by Occupancy

Inspection Date Completed Between {04/01/2019} And {04/30/2019}

20318 One Source Sample LLC.
 950 Riverbend DR
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
10/26/2018	* 2012 NFPA 101 7.9.2.1 Emergency light, none	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Ensure all areas are covered by emergency lighting.					
10/26/2018	* 2012 NFPA 101 9.6.1.3 Fire alarm, Annual fire	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Email a copy of the current inspection.					
10/26/2018	* DFDFMO AHJ, Requirement	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box at the guard shack for gate access.					

Total Individual Violation Codes for Occupancy: 7

50073 SUBWAY
 1281 Glenwood (North) AVE
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
10/15/2018	* 2012 IFC 506.1 Knox Box, requirements	1			0
Notes: Recheck violation record auto-generated from ManageMyInspections.com recheck request. Original Violation Remarks: Install Knox Box on building. Order at www.knoxbox.com select Dalton Fire Department. Should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door.Add Knox Box.					

Total Individual Violation Codes for Occupancy: 1

* Denotes Violations Corrected or Variance Issued

05/07/2019 09:02

DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

10779 The Friesen Center
404 Thornton (South) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
01/15/2019	* 2012 IFC 906.2 Fire extinguisher, Properly	3			0
Notes: Recheck violation record auto-generated from inspection on 01/15/2019. Fire extinguishers need serviced by a GA licensed contractor.					
04/02/2019	2012 IFC 506.1 Knox Box, requirements	1			0
Notes: Install Knox Box on building. Order at https://www.knoxbox.com/store/selectProduct.cfm?fdID=7992 . It should be installed near front door at a maximum height of 6 feet from ground. Make sure to put the sticker on the door. Ensure proper key is in place to access building. Install Knox box by front door 6 ft high.					

Total Individual Violation Codes for Occupancy: 2

50135 Underwood Lodge
1306 Underwood ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
04/02/2019	2011 NFPA 25 4.3.6.1 Sprinkler system, Annual	1			0
Notes: Need copy of sprinkler report.					
04/02/2019	2012 IFC 509.1 Riser room not marked	1			0
Notes: Add riser room signs					
04/02/2019	2012 NFPA 101 7.9.3.1.1 Emergency light,	1			0
Notes: Repair or replace emergency lighting.					
04/02/2019	2013 NFPA 13 6.2.9.6 Sprinkler system, no head	1			0
Notes: Add wrench					
04/02/2019	2013 NFPA 72 10.3.2 System tested per	1			0
Notes: Need copy of alarm inspection.					
04/02/2019	DFDFMO AHJ, Requirement	1			0
Notes: Ensure all escutcheon rings are in place.					

*** Denotes Violations Corrected or Variance Issued**

05/07/2019 09:02

DALTON

Monthly Prevention Violations by Occupancy
Inspection Date Completed Between {04/01/2019} And
{04/30/2019}

50135 Underwood Lodge
1306 Underwood ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
Total Individual Violation Codes for Occupancy: 6					

20770 United Karate Studios Dalton
1132 Walnut (East) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
01/15/2019	* 2012 NFPA101 7.10.5.1 Exit sign, non functional	1			0
Notes: Recheck violation record auto-generated from inspection on 01/15/2019. Repair or replace exit signage as discussed.					
Total Individual Violation Codes for Occupancy: 1					

Grand Total Violations: 62

* Denotes Violations Corrected or Variance Issued

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ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,708,000	65,000	4,773,000	1,396,554.34	.00	3,376,445.66	29.3%
141400 000011 SALARIES OVERTIME	415,500	90,000	505,500	137,614.22	.00	367,885.78	27.2%
141400 000017 RAISE POOL - GROS	155,000	-155,000	0	.00	.00	.00	.0%
141400 000020 FICA	392,000	10,000	402,000	124,619.10	.00	277,380.90	31.0%
141400 000030 PENSION	141,100	20,000	161,100	44,547.01	.00	116,552.99	27.7%
141400 000032 PENSION - DB PLAN	1,343,300	33,910	1,377,210	476,379.57	.00	900,830.43	34.6%
141400 000040 HOSPITALIZATION I	828,850	0	828,850	244,346.86	.00	584,503.14	29.5%
141400 000043 INSURANCE - FIRE	21,000	0	21,000	.00	.00	21,000.00	.0%
141400 000045 EE LIFE & DISABIL	29,200	0	29,200	8,086.62	.00	21,113.38	27.7%
141400 000046 RAISE POOL - BENE	63,910	-63,910	0	.00	.00	.00	.0%
141400 000050 GENERAL INSURANCE	28,500	0	28,500	.00	.00	28,500.00	.0%
141400 000060 WORKER COMPENSATI	128,000	0	128,000	63,995.00	.00	64,005.00	50.0%
141400 000095 50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	2,260.33	.00	4,939.67	31.4%
141400 000110 TELEPHONE	31,000	0	31,000	9,790.54	1,012.07	20,197.39	34.8%
141400 000120 TRAINING EXPENSES	36,500	0	36,500	9,835.68	150.23	26,514.09	27.4%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	825.00	2,115.16	559.84	84.0%
141400 000123 HAZMAT MANAGEMENT	18,000	0	18,000	2,131.20	8,390.00	7,478.80	58.5%
141400 000330 UTILITIES	131,500	0	131,500	48,477.27	.00	83,022.73	36.9%
141400 000350 BUILDING MAINT &	60,000	0	60,000	23,175.36	1,364.47	35,460.17	40.9%
141400 000360 LEGAL FEES	4,800	0	4,800	1,185.00	.00	3,615.00	24.7%
141400 000400 EQUIPMENT MAINT &	24,000	0	24,000	4,015.55	107.65	19,876.80	17.2%
141400 000410 GAS & OIL	65,000	0	65,000	11,830.16	2,008.97	51,160.87	21.3%
141400 000440 SUPPLIES	35,000	0	35,000	8,150.38	2,089.66	24,759.96	29.3%
141400 000450 CLEANING ALLOWANC	49,920	0	49,920	2,091.70	.00	47,828.30	4.2%
141400 000460 UNIFORMS	140,000	0	140,000	27,103.94	1,745.20	111,150.86	20.6%
141400 000830 MAINTENANCE - APP	100,000	0	100,000	37,455.02	1,046.14	61,498.84	38.5%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	2,087.63	8.60	6,103.77	25.6%
141400 001030 COMPUTER-SOFTWARE	21,000	0	21,000	7,812.49	.00	13,187.51	37.2%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	199.99	.00	6,800.01	2.9%
141400 001090 WELLNESS PROGRAM	8,000	0	8,000	.00	.00	8,000.00	.0%
141400 001300 MEALS	21,600	0	21,600	3,786.53	839.50	16,973.97	21.4%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	1,232.00	75.00	5,293.00	19.8%
141400 001620 VEHICLE IMPACT FE	1,200	0	1,200	1,100.00	.00	100.00	91.7%
141400 001665 RADIO SUBSCRIBER	10,100	0	10,100	10,219.30	.00	-119.30	101.2%*
141400 001990 MISCELLANEOUS	16,000	0	16,000	1,403.80	.00	14,596.20	8.8%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	8,507.73	.00	28,492.27	23.0%
141400 084725 BUIDING/GROUNDS M	9,000	0	9,000	1,289.50	.00	7,710.50	14.3%
TOTAL FIRE DEPARTMENT	9,111,480	0	9,111,480	2,722,108.82	20,952.65	6,368,418.53	30.1%

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FOR 2019 04

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
TOTAL GENERAL FUND - OPERATING		9,111,480	0	9,111,480	2,722,108.82	20,952.65	6,368,418.53	30.1%
TOTAL EXPENSES		9,111,480	0	9,111,480	2,722,108.82	20,952.65	6,368,418.53	

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	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,111,480	0	9,111,480	2,722,108.82	20,952.65	6,368,418.53	30.1%

** END OF REPORT - Generated by Melissa Coker Russell **

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP- 7
Effective: 03-24-1998
Revised: 5-23-2017
Reviewed: 5-28-2019

Fire Chief Signature

DATE

Title: Residency requirements for Dalton Fire Department employees

Scope: All personnel

Purpose: This policy is intended to provide adequate personnel to staff apparatus and other essential support functions of the Dalton Fire Department in cases where additional personnel are required during emergencies. This document serves as a reference to new and existing employees and as the official administrative policy.

Procedure:

All fire department personnel, as of the effective date of this policy as most recently amended, shall reside within 40 miles of Dalton Fire Department Station #1, 404 School Street, Dalton, GA. This distance will be calculated utilizing Google Maps. While responding, all local and state traffic laws will be obeyed.

The employee shall utilize the change of address form to notify the department of his/her intent to relocate. The employee shall provide all pertinent information including: physical address, road mileage, and driving directions printed from Google Maps. The written notification shall be forwarded up the chain-of-command with each officer placing initials on the notification. Once the notification is approved by the Chief, the document will return down the chain-of-command informing all officers of both the request being made and the outcome. **All new employees will have 1 year from date of hire to comply with this policy.**

Any violation of this directive shall be considered grounds for termination.