



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, APRIL 25, 2023  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

1. Personnel Matters - New Recruits
  1. Billy Johnson
  2. Charles Davis
  3. Garrett Krout
  4. Jonathon Crow
  5. Seth Cox
  6. Trevor Cloer

**Approval of Minutes**

2. March 28, 2023

**Police Department**

3. Crime/Crash Statistics March 2023
4. Financial Statistics March 2023
5. Written Directive Review

**Fire Department**

6. Statistical Report for March 2023
7. Financial Report for March 2023

**Adjournment**

# DALTON FIRE DEPARTMENT

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

404 School Street  
Dalton, GA 30720



**PUBLIC SAFETY COMMISSION**  
Truman Whitfield  
Terry Mathis  
Anthony Walker  
Alex Brown

## DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET

**NAME: Billy Johnson**

**HOURLY RATE: 18.21**

**AGE: 28**

**EDUCATION: Heritage High School**

**WORK: Hamilton County Department of Education**

**MILITARY: N/A**

**MARITAL STATUS: Married/3 Children**

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## **DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET**

**NAME: Charles Davis**

**HOURLY RATE: 18.21**

**AGE: 24**

**EDUCATION: Ivy Academy**  
**Chattanooga State-Massage Therapy Certificate**

**WORK: Ford Chiropractic**

**MILITARY: N/A**

**MARITAL STATUS: Married/1 Child**

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## DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET

**NAME: Garrett Krout**

**HOURLY RATE: 18.21**

**AGE: 30**

**EDUCATION: Northwest Whitfield High School**

**WORK: The Farm Golf Course**

**MILITARY: N/A**

**MARITAL STATUS: Single**

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## **DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET**

**NAME: Jonathon Crow**

**HOURLY RATE: 18.21**

**AGE: 23**

**EDUCATION: North Murray High School**  
**Abraham Baldwin Agricultural College-Associates of Science/Agricultural**  
**Business**

**WORK: Sherwin Williams Paints**

**MILITARY: Georgia National Guard**

**MARITAL STATUS: Married/No children**

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## DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET

**NAME: Seth Cox**

**HOURLY RATE: 18.21**

**AGE: 26**

**EDUCATION: Coahulla Creek**

**WORK: Navy Corpsman**

**MILITARY: Navy**

**MARITUL STATUS: Single**

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## DALTON FIRE DEPARTMENT NEW FIREFIGHTER PROFILE SHEET

**NAME: Trevor Cloer**

**HOURLY RATE: 18.21**

**AGE: 24**

**EDUCATION: Southeast High School**

**WORK: Shaw Industries**

**MILITARY: N/A**

**MARITAL STATUS: Single**

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
MARCH 28, 2023

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Anthony Walker, Fire Chief Todd Pangle, Police Chief Cliff Cason, City Administrator Andrew Parker, and Attorney Jason Connell from the City Attorney's Office. Commissioner Terry Mathis and Council member Annalee Sams were absent.

AGENDA APPROVAL

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

PERSONNEL MATTERS

Fire Department – Promotion

On the motion of Commissioner Brown, second Commissioner Walker, the Commission promoted Firefighter Danny Arthur to the rank of Engineer. The vote was unanimous in favor.

Fire Department – Firefighter of the Year

Fire Chief Todd Pangle recognized Lieutenant Gary Stanley with the Firefighter of the year award. Lt. Stanley recently received a Certificate of Commendation for his life-saving efforts when he assisted a victim of a motor vehicle accident, which without his intervention, the victim could have perished as he was not breathing when Lt. Stanley reached him. The Commission honored Lt. Stanley for his commitment to the community and passion for the profession.

MINUTES

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

POLICE DEPARTMENT

Crime and Crash Statistics for February 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of February 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 8.7% lower and Part II crimes are approximately 5.3% lower when compared to the past 5-year average. Chief Cason further reported there were 90 non-private property crashes reported for the month and non-injury crashes decreased over the previous month.

On the motion of Commissioner Brown, second Commissioner Walker, 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 February 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of February 2023. Chief Cason reported the department has expended 16% of their budget, and are on track for the remainder of the FY 2023.

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



POLICE DEPARTMENT

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Written Directive Review

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

- 4.11 Transport and Restraint of Prisoners
- 4.12 Report Writing
- 4.13 Traffic Enforcement and Direction
- 7.5 Missing Persons

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

FIRE DEPARTMENT

Monthly Statistical Report – February 2023

Fire Chief Todd Pangle presented the February 2023 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 262 Total Responses, an Injuries and Property Report, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – February 2023

Fire Chief Todd Pangle presented the Financial Report for the month of February 2023 to the Commission. Chief Pangle stated the department has expended 13.6% their budget, and are on track for the remainder of the FY 2023.

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

New/Reviewed Standard Operating Procedures (SOP) and Standard Operating Guidelines (SOG)

On the motion of Commissioner Walker, second Commissioner Brown, the Commission approved the following SOPs and SOGs.

- GP-4 – Notification of Retirement
- GP-5 – Prior Service Recruitment and Hiring
- FO-18 – Chief on Call
- SCBA-04 – Daily PPE Inspection

A copy of the new and reviewed SOPs and SOGs is a part of these minutes. The vote was unanimous in favor.

Reviewed SOG

On the motion of Commissioner Walker, second Commissioner Brown, the Commission tabled the following SOG.

- AO-1 – Moving and Driving Fire Apparatus.

A copy of the reviewed SOGs 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 Walker, second Commissioner Brown, the meeting was adjourned at 9:31 a.m.

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Truman Whitfield, Chairman

ATTEST:

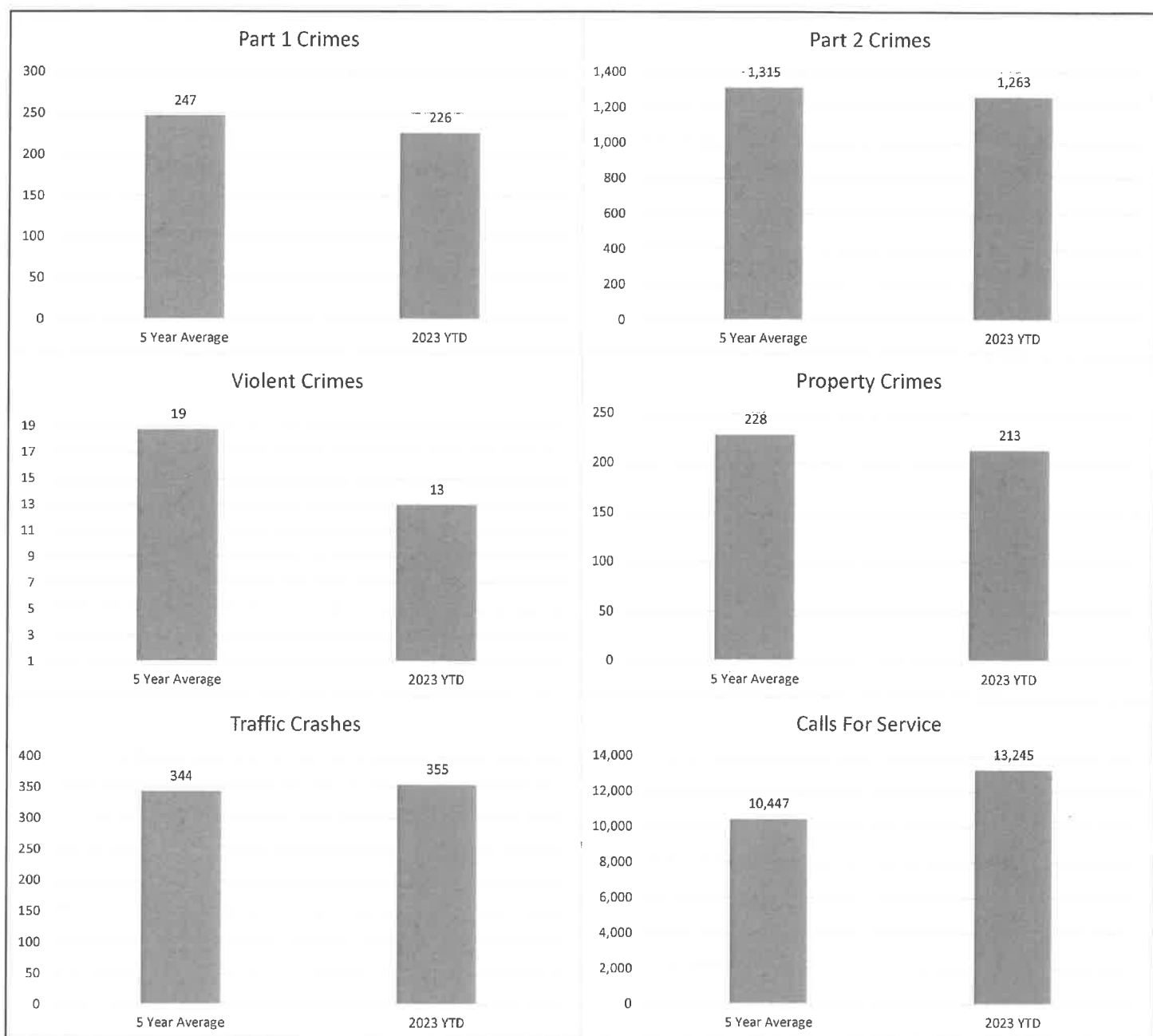
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Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 25, 2023**

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

**General**

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 8.4% lower than the five-year average. Part 2 crimes have decreased by approximately 3.9% during the same time. Property crimes show a decrease of approximately 6.6% from the five-year average. Violent crimes show a decrease of approximately 30.9% when compared to the five-year average. Traffic crashes are approximately 3.1% higher than the five-year average. Calls for service show an increase of approximately 26.8% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 25, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023  
March 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	256	232	210	210	226	
Homicides	0	0	0	1	0	
Rape	4	4	5	1	5	
Robbery	2	3	1	3	1	
Aggravated Assault	8	18	16	14	7	
<b>Violent Crime Totals</b>	<b>14</b>	<b>25</b>	<b>22</b>	<b>19</b>	<b>13</b>	
Burglary	25	23	17	15	12	
Larceny-Theft	204	169	138	160	188	
Motor Vehicle Theft	13	15	33	16	12	
Arson	0	0	0	0	1	
<b>Property Crime Totals</b>	<b>242</b>	<b>207</b>	<b>188</b>	<b>191</b>	<b>213</b>	
Violent Crime Clearance	121%	80%	59%	89%	62%	
Property Crime Clearance	52%	34%	47%	49%	55%	
Part I Arrests	117	77	73	77	77	
Citations	3,854	3,265	2,603	2,938	4,460	
Calls for Service	11,240	11,717	9,519	9,487	13,245	
Traffic Crashes	366	326	324	351	355	

### Analysis

In the year to date 2023 there have been 226 Part 1 crimes reported, compared to 210 in 2022. Traffic crashes have increased approximately 1.1% from 2022. Calls for service have increased by approximately 39.6% from 2022.

There have been 13 violent crimes reported 2023 YTD compared to 19 reported violent crimes 2022 YTD. There have been 7 aggravated assaults reported in 2023 compared to 14 in 2022. Year to date property crimes have shown an increase of approximately 11.5% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 6.58% lower than the average of 228. Violent crime numbers are approximately 30.85% lower than the five-year average of 18.8.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 25, 2023**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
	3/23	3/22	2023 YTD	2022 YTD	3/23	3/22	2023 YTD	2022 YTD	3/23	3/22	2023 YTD	2022 YTD
<b>Part I Offenses</b>												
Homicide	0	1	0	1	0	0	0	0	0	0	0	0
Rape	3	1	5	1	0	0	1	0	0	0	0	0
Robbery	1	0	1	3	3	0	3	14	3	0	3	14
Aggravated Assault	3	6	7	14	1	0	4	3	1	0	3	2
Burglary	3	4	12	15	3	2	8	4	0	0	2	1
Larceny - Theft	55	72	188	160	33	41	103	87	22	30	67	59
Motor Vehicle Theft	5	8	12	16	3	1	5	3	0	1	1	1
Arson	1	0	1	0	0	0	1	0	0	0	1	0
<b>PART I SUBTOTAL</b>	<b>71</b>	<b>92</b>	<b>226</b>	<b>210</b>	<b>43</b>	<b>44</b>	<b>125</b>	<b>111</b>	<b>26</b>	<b>31</b>	<b>77</b>	<b>77</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	30	26	82	84	26	19	73	66	17	11	45	43
Forgery/Counterfeiting	9	8	27	23	10	1	18	7	8	1	14	6
Fraud	23	15	60	51	8	3	16	8	6	1	13	5
Embezzlement	0	0	0	0	1	0	1	0	0	0	0	0
Stolen Property	0	2	1	5	0	0	0	2	0	0	0	2
Vandalism	16	20	58	62	18	7	28	22	15	5	23	15
Weapons Violations	5	1	12	15	4	2	13	12	4	2	13	12
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	6	5	12	12	2	1	4	6	1	0	2	0
Drug Sales	0	8	9	14	0	10	8	15	0	6	8	10
Drug Possession	13	31	62	72	9	24	54	59	9	21	42	49
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	9	7	16	11	6	3	12	5	5	2	10	4
Liquor Violations	9	4	20	22	9	6	18	24	9	6	18	24
Drunkenness	8	7	25	32	9	5	27	28	9	5	27	28
Other Disorderly Conduct	16	13	44	35	18	12	49	36	16	10	39	28
Curfew Violations	0	0	4	2	0	0	5	0	0	0	4	0
All Other Offenses	258	209	779	652	332	275	982	786	315	234	922	690
DUI	15	10	52	43	16	10	53	42	16	10	53	42
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>417</b>	<b>366</b>	<b>1263</b>	<b>1135</b>	<b>468</b>	<b>378</b>	<b>1361</b>	<b>1118</b>	<b>430</b>	<b>314</b>	<b>1233</b>	<b>958</b>
<b>PART I AND II TOTAL</b>	<b>488</b>	<b>458</b>	<b>1489</b>	<b>1345</b>	<b>511</b>	<b>422</b>	<b>1486</b>	<b>1229</b>	<b>456</b>	<b>345</b>	<b>1310</b>	<b>1035</b>

	<b>Crashes</b>				<b>Enforcement</b>			
	3/23	3/22	2023 YTD	2022 YTD	3/23	3/22	2023 YTD	2022 YTD
Public Roadway	134	137	355	351	Citations	515	451	1,854
					Warnings	585	467	2,606
911 Calls	3,914	3,193	13,245	9,487	Totals	1,100	918	4,460

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
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**March 2023 Crash Statistics**

In March 2023 there were 134 non-private property crashes reported. Non-injury and injury crashes increased compared to the previous month. Angle and rear end crashes were the most prevalent during March 2023. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor in injury crashes. Walnut Ave had the highest number of non-injury crashes, while Chattanooga Rd and Shugart Rd had the highest number of injury crashes.

<b>March 2023 Crash Statistics</b>						
<b>Total Crashes</b>	<b>March 2023</b>	<b>February 2023</b>	<b>Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>Change</b>
	134	90	48.9%	355	351	1.1%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	24	15	7	2	1	5
<b>Total Injuries</b>	34					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
5	6	17		30		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	18		0000 - 0559	6		
Tuesday	17		0600 - 0859	23		
Wednesday	24		0900 - 1059	9		
Thursday	25		1100 - 1359	15		
Friday	24		1400 - 1559	23		
Saturday	13		1600 - 1859	32		
Sunday	13		1900 - 2159	19		
			2200 - 2359	7		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	54		Failure to Yield	32		
Rear End	49		Following Too Closely	30		
Sideswipe - Same Direction	12		Distracted	17		
Collision with an Object	12		Other	15		
Head On	4		Changed Lanes Improperly	10		
Sideswipe - Opposite Direction	3					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	22	16.4%	3	8.8%		
Chattanooga Rd	19	14.2%	4	11.8%		
Shugart Rd	7	5.2%	4	11.8%		
Glenwood Ave	6	4.5%	2	5.9%		
Hamilton St	6	4.5%	2	5.9%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
March 2023	Glenwood Ave, Walnut Ave, MLK Jr		5	21		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 25, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR MARCH 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 23.5% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2023 goals and meet the needs of the department.

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010	GENERAL FUND - OPERATING							
321000 PD ADMINISTRATION								
321000 511100	WAGES - REGULAR	477,000	0	477,000	118,408.02	.00	358,591.98	24.8%
321000 511300	WAGES - OVERTIME	1,700	0	1,700	27.82	.00	1,672.18	1.6%
321000 512100	GROUP INSURANCE	38,780	0	38,780	7,972.10	.00	30,807.90	20.6%
321000 512200	FICA & MEDICARE	37,000	0	37,000	9,587.67	.00	27,412.33	25.9%
321000 512401	RETIREMENT DCP	14,940	0	14,940	3,812.93	.00	11,127.07	25.5%
321000 512402	RETIREMENT DBP	40,250	0	40,250	10,768.01	.00	29,481.99	26.8%
321000 512403	RETIREMENT STATE	1,200	0	1,200	400.00	.00	800.00	33.3%
321000 512700	WORKERS COMPENSAT	10,100	0	10,100	2,526.50	.00	7,573.50	25.0%
321000 512900	OTHER EMPLOYEE BE	3,750	0	3,750	700.13	.00	3,049.87	18.7%
321000 512915	CLEANING ALLOWANC	1,800	0	1,800	142.50	118.75	1,538.75	14.5%
321000 512916	CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%
321000 521120	PROFESSIONAL - LE	20,000	0	20,000	1,030.00	.00	18,970.00	5.2%
321000 521130	TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	.0%
321000 522220	EQUIPMENT MAINT &	5,000	0	5,000	2,418.01	.00	2,581.99	48.4%
321000 522230	VEHICLE REPAIRS &	4,000	0	4,000	776.00	.00	3,224.00	19.4%
321000 522320	RENTAL - EQUIPMEN	9,000	0	9,000	1,364.06	.00	7,635.94	15.2%
321000 523100	INSURANCE COMMERC	118,000	0	118,000	.00	.00	118,000.00	.0%
321000 523200	COMMUNICATIONS	50,000	0	50,000	13,549.02	.00	36,450.98	27.1%
321000 523210	POSTAGE	3,500	0	3,500	399.61	.00	3,100.39	11.4%
321000 523400	PRINTING & BINDIN	3,000	0	3,000	1,458.80	.00	1,541.20	48.6%
321000 523500	TRAVEL	9,000	0	9,000	1,649.15	.00	7,350.85	18.3%
321000 523600	DUES & FEES	4,000	0	4,000	985.00	.00	3,015.00	24.6%
321000 523630	RADIO SUBSCRIBER F	27,000	0	27,000	23,155.20	.00	3,844.80	85.8%
321000 523700	TRAINING & EDUCAT	7,500	0	7,500	3,040.00	.00	4,460.00	40.5%
321000 523850	CONTRACT LABOR	5,400	17,000	22,400	8,907.57	.00	13,492.43	39.8%
321000 523920	SOFTWARE LICENSES	177,900	0	177,900	97,961.96	7,307.38	72,630.66	59.2%
321000 531100	SUPPLIES - GENERA	800	0	800	72.17	19.99	707.84	11.5%
321000 531110	SUPPLIES - OFFICE	2,000	0	2,000	25.99	.00	1,974.01	1.3%
321000 531250	OIL	1,000	0	1,000	.00	.00	1,000.00	.0%
321000 531270	GASOLINE	6,000	0	6,000	1,638.99	36.60	4,324.41	27.9%
321000 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
321000 531600	SMALL EQUIPMENT <	1,400	0	1,400	1,400.00	.00	.00	100.0%
321000 531700	OTHER SUPPLIES	2,000	0	2,000	363.59	.00	1,636.41	18.2%
TOTAL PD ADMINISTRATION		1,090,820	17,000	1,107,820	314,540.80	7,482.72	785,796.48	29.1%



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
322100 PD CRIMINAL INVESTIGATION DIV								
322100 511100	WAGES - REGULAR	1,092,350	0	1,092,350	251,140.47	.00	841,209.53	23.0%
322100 511300	WAGES - OVERTIME	48,700	0	48,700	1,546.50	.00	47,153.50	3.2%
322100 512100	GROUP INSURANCE	212,400	0	212,400	53,905.57	.00	158,494.43	25.4%
322100 512200	FICA & MEDICARE	87,300	0	87,300	19,585.19	.00	67,714.81	22.4%
322100 512401	RETIREMENT DCP	78,500	0	78,500	15,187.19	.00	63,312.81	19.3%
322100 512402	RETIREMENT DBP	44,500	0	44,500	14,909.70	.00	29,590.30	33.5%
322100 512403	RETIREMENT STATE	4,500	0	4,500	1,350.00	.00	3,150.00	30.0%
322100 512700	WORKERS COMPENSAT	28,680	0	28,680	7,170.00	.00	21,510.00	25.0%
322100 512900	OTHER EMPLOYEE BE	6,800	0	6,800	1,492.04	.00	5,307.96	21.9%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	688.75	283.25	3,028.00	24.3%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100 522220	EQUIPMENT MAINT &	3,500	0	3,500	186.21	.00	3,313.79	5.3%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	3,144.83	.00	3,855.17	44.9%
322100 523500	TRAVEL	14,400	0	14,400	5,813.16	704.67	7,882.17	45.3%
322100 523600	DUES & FEES	5,500	0	5,500	.00	.00	5,500.00	.0%
322100 523700	TRAINING & EDUCAT	14,400	0	14,400	6,859.00	.00	7,541.00	47.6%
322100 523900	PEPI OTHER PURCHAS	25,000	0	25,000	.00	.00	25,000.00	.0%
322100 531100	SUPPLIES - GENERA	3,500	0	3,500	568.93	26.08	2,904.99	17.0%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	1,295.20	41.04	2,663.76	33.4%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	18,500	0	18,500	3,949.16	107.99	14,442.85	21.9%
322100 531300	MEALS - FOOD	700	0	700	.00	.00	700.00	.0%
322100 531700	OTHER SUPPLIES	5,000	0	5,000	379.66	337.20	4,283.14	14.3%
322100 542400	COMPUTERS & COMPU	14,400	0	14,400	7,900.00	.00	6,500.00	54.9%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,736,030	0	1,736,030	397,071.56	1,500.23	1,337,458.21	23.0%

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
<b>322300 PD PATROL</b>								
322300 511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	880,934.81	.00	3,082,765.19	22.2%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	18,479.02	.00	49,320.98	27.3%
322300 512100	GROUP INSURANCE	611,670	0	611,670	166,772.43	.00	444,897.57	27.3%
322300 512200	FICA & MEDICARE	309,750	0	309,750	70,858.60	.00	238,891.40	22.9%
322300 512401	RETIREMENT DCP	352,600	0	352,600	81,377.39	.00	271,222.61	23.1%
322300 512402	RETIREMENT DBP	60,800	0	60,800	11,075.95	.00	49,724.05	18.2%
322300 512403	RETIREMENT STATE	21,500	0	21,500	5,600.00	.00	15,900.00	26.0%
322300 512700	WORKERS COMPENSAT	121,380	0	121,380	30,345.00	.00	91,035.00	25.0%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	5,457.21	.00	19,942.79	21.5%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	1,439.75	577.75	7,982.50	20.2%
322300 522200	EQUIPMENT MAINT &	11,500	0	11,500	1,276.10	.00	10,223.90	11.1%
322300 522230	VEHICLE REPAIRS &	48,000	0	48,000	16,773.18	295.24	30,931.58	35.6%
322300 522230	SHOP VEHICLE EXP -	128,000	0	128,000	25,865.29	.00	102,134.71	20.2%
322300 523500	TRAVEL	64,500	0	64,500	11,399.29	4,062.85	49,037.86	24.0%
322300 523600	DUES & FEES	3,800	0	3,800	465.00	.00	3,335.00	12.2%
322300 523700	TRAINING & EDUCAT	44,000	0	44,000	11,267.22	.00	32,732.78	25.6%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	1,424.01	.00	4,075.99	25.9%
322300 531100	OPTOD SUPPLIES - G	0	10,000	10,000	.00	.00	10,000.00	.0%
322300 531120	SUPPLIES - OFFICE	3,000	0	3,000	437.78	.00	2,562.22	14.6%
322300 531120	UNIFORMS	64,000	0	64,000	6,105.24	79.00	57,815.76	9.7%
322300 531250	OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300 531270	GASOLINE	175,000	0	175,000	40,576.66	268.88	134,154.46	23.3%
322300 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300 531600	SMALL EQUIPMENT <	35,295	0	35,295	21,703.74	.00	13,591.26	61.5%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	239.88	.00	4,740.12	5.2%
<b>TOTAL PD PATROL</b>		6,154,195	-7,000	6,147,195	1,409,893.55	5,283.72	4,732,017.73	23.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:		GENERAL FUND - OPERATING		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010										
322400 PD SUPPORT SERVICES										
322400	511100	WAGES - REGULAR		687,750	0	687,750	175,414.18	.00	512,335.82	25.5%
322400	511200	WAGES - PART TIME		12,000	0	12,000	.00	.00	12,000.00	.0%
322400	511300	WAGES - OVERTIME		11,375	0	11,375	258.72	.00	11,116.28	2.3%
322400	512100	GROUP INSURANCE		162,720	0	162,720	37,696.02	.00	125,023.98	23.2%
322400	512200	FICA & MEDICARE		54,400	0	54,400	13,573.84	.00	40,826.16	25.0%
322400	512401	RETIREMENT DCP		40,300	0	40,300	8,882.49	.00	31,417.51	22.0%
322400	512402	RETIREMENT DBP		37,000	0	37,000	11,013.80	.00	25,986.20	29.8%
322400	512403	RETIREMENT STATE		1,200	0	1,200	425.00	.00	775.00	35.4%
322400	512700	WORKERS COMPENSAT		21,840	0	21,840	5,460.00	.00	16,380.00	25.0%
322400	512900	OTHER EMPLOYEE BE		4,200	0	4,200	953.05	.00	3,246.95	22.7%
322400	512915	CLEANING ALLOWANC		2,400	0	2,400	76.00	29.00	2,295.00	4.4%
322400	512916	CLOTHING ALLOWANC		600	0	600	.00	.00	600.00	.0%
322400	521300	TECHNICAL CONTRAC		18,500	0	18,500	937.25	.00	17,562.75	5.1%
322400	522140	LAWN CARE CONTRAC		13,500	0	13,500	2,162.25	687.00	10,650.75	21.1%
322400	522210	BUILDING REPAIRS		40,000	0	40,000	9,010.52	55.92	30,933.56	22.7%
322400	522230	VEHICLE REPAIRS &		3,000	0	3,000	702.10	.00	2,297.90	23.4%
322400	523500	TRAVEL		21,000	0	21,000	240.00	.00	20,760.00	1.1%
322400	523600	DUES & FEES		2,700	0	2,700	644.92	.00	2,055.08	23.9%
322400	523620	CREDIT CARD & BAN		450	0	450	89.75	.00	360.25	19.9%
322400	523700	TRAINING & EDUCAT		21,000	0	21,000	2,243.65	.00	18,756.35	10.7%
322400	531100	SUPPLIES - GENERA		3,500	0	3,500	149.67	57.17	3,293.16	5.9%
322400	531110	SUPPLIES - OFFICE		3,200	0	3,200	212.15	80.98	2,906.87	9.2%
322400	531120	UNIFORMS		4,000	0	4,000	450.00	.00	3,550.00	11.3%
322400	531150	SUPPLIES - GROUND		2,500	0	2,500	.00	.00	2,500.00	.0%
322400	531155	SUPPLIES - BUILDI		28,000	0	28,000	2,066.61	.00	25,933.39	7.4%
322400	531200	UTILITIES		62,500	0	62,500	13,441.45	.00	49,058.55	21.5%
322400	531250	OIL		300	0	300	.00	.00	300.00	.0%
322400	531270	GASOLINE		8,000	0	8,000	1,809.67	74.26	6,116.07	23.5%
322400	531300	MEALS - FOOD		500	0	500	299.63	.00	200.37	59.9%
322400	531700	OTHER SUPPLIES		14,000	0	14,000	.00	.00	14,000.00	.0%
TOTAL PD SUPPORT SERVICES				1,282,435	0	1,282,435	288,212.72	984.33	993,237.95	22.6%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322600 CUSTODY OF PRISONERS</b>								
322600 523900	OTHER PURCHASED S	105,000	0	105,000	14,381.97	.00	90,618.03	13.7%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	14,381.97	.00	90,618.03	13.7%
	TOTAL GENERAL FUND - OPERATING	10,368,480	10,000	10,378,480	2,424,100.60	15,251.00	7,939,128.40	23.5%
	TOTAL EXPENSES	10,368,480	10,000	10,378,480	2,424,100.60	15,251.00	7,939,128.40	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 99

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	10,000	10,378,480	2,424,100.60	15,251.00	7,939,128.40	23.5%

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

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2023 '99									
ACCOUNTS FOR:	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
0210									
<b>210001 REVENUES</b>									
210001 351320	STATE CASH CONFISC	-50,000	0	-50,000	-2,741.00	.00	-47,259.00	5.5%	
210001 361400	STATE INTEREST INC	-250	0	-250	-602.21	.00	352.21	240.9%	
210001 361400	TREAS INTEREST TRE	-50	0	-50	-99.07	.00	49.07	198.1%	
210001 392100	STATE SALE OF ASSE	-6,000	0	-6,000	-900.73	.00	-5,099.27	15.0%	
TOTAL REVENUES		-56,300	0	-56,300	-4,343.01	.00	-51,956.99	7.7%	

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210								
<b>210415 EXPENDITURES</b>								
210415 521100	STATE OFFICIAL/ADM	4,500	0	4,500	438.10	.00	4,061.90	9.7%
210415 523200	STATE COMMUNICATIO	23,000	0	23,000	4,857.44	.00	18,142.56	21.1%
210415 523300	STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600	STATE DUES & FEES	0	0	0	100.07	.00	-100.07	100.0%
210415 523700	STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415 531600	STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415 531600	TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700	STATE OTHER SUPPLI	500	0	500	286.00	.00	214.00	57.2%
<b>TOTAL EXPENDITURES</b>								
		65,600	0	65,600	5,681.61	.00	59,918.39	8.7%
<b>TOTAL CONFISCATED ASSETS</b>								
		9,300	0	9,300	1,338.60	.00	7,961.40	14.4%
<b>TOTAL REVENUES</b>								
		-56,300	0	-56,300	-4,343.01	.00	-51,956.99	
<b>TOTAL EXPENSES</b>								
		65,600	0	65,600	5,681.61	.00	59,918.39	

# YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	1,338.60	.00	7,961.40	14.4%

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



## YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99									
ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
<b>370001 REVENUES</b>									
370001 361400	INTEREST INCOME	0	0	0	-17,511.03	.00	17,511.03	100.0%	
TOTAL REVENUES		0	0	0	-17,511.03	.00	17,511.03	100.0%	

# YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370								
370002	OTHER FINANCING SOURCES							
370002	392100 SALE OF ASSETS (G	0	0	0	-9,515.10	.00	9,515.10	100.0%
	TOTAL OTHER FINANCING SOURCES	0	0	0	-9,515.10	.00	9,515.10	100.0%

## YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370005 EXPENDITURES</b>							
370005 522210 350 FACILITY REPAIR	0	239,860	239,860	219,092.46	.00	20,767.54	91.3%
370005 522210 610 FACILITY REPAIR	0	10,990	10,990	50,758.19	.00	-39,768.19	461.9%
370005 522240 610 SITE REPAIRS &	0	132,000	132,000	.00	.00	132,000.00	100.0%
370005 523600 DUES & FEES	0	0	0	1,217.85	.00	-1,217.85	100.0%
370005 531600 610 SMALL EQUIPMEN	0	18,550	18,550	323.42	.00	18,226.58	1.7%
370005 541200 610 SITE IMPROVEME	0	1,616,000	1,616,000	.00	1,248,426.00	367,574.00	77.3%
370005 541300 610 BUILDINGS & BU	0	225,000	225,000	.00	349,359.73	-124,359.73	155.3%
370005 541400 132 INFRASTRUCTURE	0	149,725	149,725	115,975.00	.00	33,750.00	77.5%
370005 542100 420 MACHINERY	0	0	0	1,088,583.00	.00	-1,088,583.00	100.0%
370005 542200 132 VEHICLES	0	6,810	6,810	.00	.00	6,810.00	0.0%
370005 542200 350 VEHICLES FD	0	65,000	65,000	.00	58,305.00	6,695.00	89.7%
370005 542200 610 VEHICLES	0	375	375	44,624.00	.00	-44,249.00	*****%
370005 542400 153 COMPUTERS & CO	0	151,200	151,200	419.53	.00	150,780.47	3%
370005 542500 132 OTHER EQUIPMEN	0	3,890	3,890	7,103.91	.00	-3,213.91	182.6%
370005 542500 154 OTHER EQUIPMEN	0	100,000	100,000	.00	69,408.77	30,591.23	69.4%
TOTAL EXPENDITURES	0	2,719,400	2,719,400	1,528,097.36	1,725,499.50	-534,196.86	119.6%
TOTAL CAPITAL ACQUISITION FUND	0	2,719,400	2,719,400	1,501,071.23	1,725,499.50	-507,170.73	118.7%
TOTAL REVENUES	0	0	0	-27,026.13	.00	27,026.13	
TOTAL EXPENSES	0	2,719,400	2,719,400	1,528,097.36	1,725,499.50	-534,196.86	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 '99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	2,719,400	2,719,400	1,501,071.23	1,725,499.50	-507,170.73	118.7%

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

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

[illegible]

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	167,927.96
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,280.33
1/31/2023		Interest Credit	388.79		166,050.33
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,439.12
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,231.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,149.62
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,083.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.02
2/27/2023		Cadwell Seizure	666.00		166,001.11
2/27/2023		Faulkenberry Seizure	2,075.00		166,667.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,742.11
2/27/2023	PO 21230007	AT&T Dec 29- - Jan 28 Cell Phones		1,645.22	168,686.11
2/28/2023		Interest Credit	280.28		167,040.89
3/31/2023		Interest Credit	312.64		167,321.17
					167,633.81

**Federal Forfeitures Fund**  
**Justice Funds**

[illegible]





To: Public Safety Commission  
From: Chief Cliff Cason  
Date: April 18, 2023  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>4.10</b>		<b><u>Property and Evidence Policy and Procedure</u></b>
	1	Updated Revision and Re-evaluation dates
	6	Section VI – Removed Language
	9	Section VIII – New Language (L)
	12	Section X – Rewording
	18	Section XIV – Removed Language
<b>4.24</b>		<b><u>Detection and Arrests of Impaired Drivers</u></b>
	1	Updated Revision and Re-evaluation dates
	3	Section V – New Language (C)(2)
	4	Section V – New Item (C)(2)(b)
<b>7.7</b>		<b><u>Surveillance and Undercover Procedures</u></b>
	1	Updated Revision and Re-evaluation dates
<b>7.8</b>		<b><u>Covert Electronic Recording and Monitoring</u></b>
	1	Updated Revision and Re-evaluation dates

# DALTON POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO88-4.10</b>
Subject <b>Property and Evidence Policy and Procedure</b>			
Reference <b>CALEA Standards – 83.3.2, 84.1.1, 84.1.6, 84.1.7</b>		Revised <b>April 27, 2021 April 25, 2023</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>April 2023 April 2025</b>		No. Pages <b>23</b>

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

## II. Purpose

To this end, this directive lists the types of and criteria for property and evidence storage areas; establishes a Property and Evidence Section, staffed by Property and Evidence Technicians (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.

## III. Definitions

- A. *Audit* – A documented accounting of high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) and other evidence and non-Department property to establish that all property is accounted for and records can be reasonably assumed correct.
- B. *Evidence* – Property which may be related to a crime or which may implicate or clear a person of a criminal charge.
- C. *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.
- D. *Inspection* – An inspection is conducted to determine that the Property and Evidence Section is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of Department orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper

### RESTRICTED LAW ENFORCEMENT DATA

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

accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of properly and promptly. 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.

- 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. *Property and Evidence Custodian* – The Support Services Operations Supervisor who supervises the Property and Evidence Technician(s) and oversees the overall function of the Property and Evidence Section.
- G. *Property and Evidence Technician (PET)* – A sworn or non-sworn employee assigned to the day-to-day operations of the Property and Evidence Section, which includes receiving, logging, storing, and disposing of items of property and evidence.
- H. *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.

#### IV. **Property and Evidence Section Established**

- A. Property and Evidence Section
  - 1. The Property and Evidence Section is established to provide for the systematic and efficient processing of all evidence, found property, and recovered property taken into custody by the Dalton Police Department.
  - 2. The Property and Evidence Section is under the command of the Support Services Division Commander.
  - 3. The Property and Evidence Section shall be staffed by at least one full-time person who may be a sworn or non-sworn employee.
- B. Property and Evidence Technician
  - 1. A full-time employee shall be on-duty to handle the day-to-day activities of the Property and Evidence Section.
  - 2. The PET is functionally supervised by the Support Services Operations Supervisor, who is designated as the Property and Evidence Custodian.
  - 3. Duties and Responsibilities
    - a. The PET is authorized and designated by the Chief of Police to be in charge of all elements of property management, to ensure that all records are correct and in order, and to maintain accurate inventory and disposition records of all property.

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- b. The PET shall be responsible for ensuring that access to the Property and Evidence Section, large items storage area, and any temporary storage areas for property is limited and controlled for security and chain of custody purposes.
- c. The PET shall note on the Property Record / Receipt form and the property tag the storage location for each item of property placed in the Property and Evidence Section or large items area. Copies of records / receipts are to be distributed as necessary for receipt, investigation, or other purposes.
- d. The PET shall enter the dates of receipt, disposition, and any changes, along with a description of each item of property and evidence into the Department's Records Management System.
- e. A detailed description of the PET's duties is enumerated in the Property and Evidence Technician job description.

4. On-call Status

- a. The Property and Evidence Section shall maintain an "on-call" list of Technicians and make the list available to all personnel.
- b. The PET that has been called out is responsible for responding to the Police Services Center within one (1) hour of being notified.
- c. If the PET is unable to complete his / her on-call responsibilities, he / she is required to find a replacement and notify the Watch Commander.

C. Internal Control

- 1. Internal control procedures shall be documented in a procedure manual that is written and carefully followed as a checklist to ensure there is consistency in accounting for property and evidence, to ensure that changes in personnel do not affect the thoroughness of what the Department expects, and to ensure the objectives of accreditation standards are being met.
- 2. The PET is responsible for regularly reviewing and updating the manual to ensure current procedures and practices are documented and being followed.
- 3. The procedure manual shall be kept in the office area of the Property and Evidence Section.

V. **Property and Evidence Storage Area**

A. Limited Access Property and Evidence Section

- 1. The Property and Evidence Section is located on the second floor of the

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Police Services Center.

2. This section 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 shall be noted on all the various property records.
  - b. Special racks, lockers, vaults, 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-issued equipment, supplies, uniforms, etc.
  - e. An office area for the storage of the various records kept by the Property and Evidence 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, i.e. washers and dryers, tires, paper racks, etc., and bicycles are stored in this location.

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 Dalton Fire Department Marshal's Office and the PET.
2. Flammables and explosives shall be maintained under strict safety guidelines as prescribed by the Dalton Fire Department Marshal's Office.
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 Dalton Fire Department Marshal's Office.

D. Storage Area for Vehicles

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1. 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 Department's impound lot.
2. All towing fees incurred by the Department as a result of the towing of vehicles, except for those cases in which the Department is seeking to seize a vehicle, 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 and Evidence Section.
2. Temporary storage lockers are designed for Officers to place property and evidence in during night hours and weekends when the Property and Evidence Section is closed.
3. The lockers are of various sizes to accommodate different shapes and sizes of evidence or property.
4. Any evidence, found property, or recovered property shall be placed in the temporary storage lockers when the Property and Evidence Section is closed.

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 PET shall arrange for other storage. In the PET's absence, the Watch Commander shall make the determination.

VI. **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 PET.
2. In the absence of the 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.
  - 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 PET is absent.

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B. Property Storage Area Keys

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

1. One complete set of keys to the limited access Property and Evidence Section, storage area for large items, impound lot, and temporary storage area shall be assigned to each of the PETs.
2. A key to the storage area for large items and impound lot 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 PET or with permission by the Chief of Police.
4. Whenever the 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 all storage areas. Notations shall be made on the log to document:

1. Any entry of anyone into the storage areas besides the PET.
2. Any entry to the storage areas in the absence of the PET. Notations shall include date, time, circumstance, justification for entry and the name of the employee(s) and Supervisor(s) that entered. 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.

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

A. Duties of Officer taking Property into Custody

1. The Officer 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 coming into possession of property shall prepare a Property Record / Receipt form (Appendix C) describing the property.
  - a. The Officer shall submit the Property Record / Receipt form with the item of property or evidence to the PET.
  - b. Except for items that are placed in a marked and sealed evidence container, the Officer shall prepare a Department property tag (red - evidence; green - recovered; white - found) and attach it to the property item(s). Each item of evidence / property received shall

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be placed in a separate evidence container and be given a corresponding number to the Property Record / Receipt form. When the owner of the property / evidence is unknown, multiple items may then be placed in one container and so marked.

- c. For cases in which it would be detrimental to an ongoing investigation to reveal the name of the suspect(s), such as an undercover drug investigation, the items of evidence shall be packaged in the same manner as other evidence without listing the suspect(s)'s name. An intelligence file number shall be listed on the evidence packaging / paperwork in the place of the incident case number.
3. The Officer shall make appropriate inquiries to GCIC regarding serialized or identifiable items of property to determine if the property has been reported stolen and attach the results to the Property Record / Receipt form.
4. The Officer shall complete an incident report describing in detail the circumstances by which the property and / or evidence came into his / her possession.

**B. Special Handling Procedures**

1. When the PET is on duty, the Officer shall deliver property taken into custody to the Technician.
2. When the PET is off duty, the Officer 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 VI, B, 2 of this directive.
3. Items Requiring Special Handling
  - a. All firearms shall be unloaded by the Officer before submitting them to the Property and Evidence Section. If a 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 submitting it to the Property and Evidence Section.
  - b. Ammunition shall be packaged separately from any firearms and shall be entered into the Property and Evidence Section as a separate item.
  - c. Flammables and explosives shall not be brought to the Property

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and Evidence Section until the Dalton Fire Department Marshal's Office has been consulted to determine the proper procedure for storage.

- d. Perishable items or evidence in need of freezing or refrigeration shall be kept in the refrigerator / freezer in the Property and Evidence Section.
- e. Items that may contain infectious diseases should be handled in accordance with directive GO89-4.20, Blood Borne Pathogens and Other Infectious Diseases.

**VIII. Initial Processing of Property by the Property and Evidence Technician**

- A. Property that has been taken into police custody that has been properly packaged, tagged, and accompanied by a properly completed Property Record / Receipt form shall be accepted by the PET personally from the Officer or, in his / her absence, from a temporary storage locker.
- B. Each duty day, except under special circumstances, the PET shall 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 an audit or inventory is being performed, lockers and paperwork may be completed the next business day.
- C. Upon acceptance of the property, the PET shall place his / her signature on the Property Record / Receipt form and retain it 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 and on any property tags. The assigned location number shall be recorded in the Records Management System.
- E. A systematic storage procedure shall be established to segregate evidence, found property, and recovered property. Narcotics, firearms, and other valuables (cash, jewelry, precious metals, etc.) are to be further segregated and placed in a separate security area.
- F. Appropriately sized boxes, bags, and containers shall 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.
- G. Security tape shall be used on 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.
- H. After the storage of property, the original Property Record / Receipt form (Appendix C) shall be filed in the Property and Evidence Section office.

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- I. Liquids from open containers (alcoholic beverage, etc.) that pose storage problems when they are difficult or even impossible to seal to prevent evaporation, spillage, or contamination of other property, may be placed in small sterile glass jars with a threaded cap for preservation of a sample of the substance. The remainder shall be destroyed.
- J. Perishable items of quantity shall not be stored but shall be photographed and returned to the owner. Small amounts of perishables, including blood samples, etc. shall be stored in proper and separate containers in the refrigerator / freezer.
- K. A victim's property, i.e., hand tools, prosthetic devices, health aids, or other personal belongings, 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. 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's Office approves the release with a photo of the item. All photographs in these cases shall be saved in the Records Management System, saved in case files, or submitted as items of evidence.
- L. Narcotic and dangerous drug evidence (capsules, pills, etc.) shall be counted, as well as weighed. Counting should be performed in addition to, not in lieu of, weighing. The package and Property Record / Receipt form shall note the number and weight of the evidence. [It is permissible to only weigh drug evidence when submitting substances suspected of containing Fentanyl, where counting would present a safety hazard to the officer.](#) 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, marked, and submitted as a separate item of evidence. 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.

IX. **Movement of Property**

- A. All movement of property in and out of the property storage areas shall be recorded, signed out by the 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 listed.
- B. 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

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item(s) is required to return the Property Release Authorization form to the Property and Evidence Section. The returned copy shall be attached to the Property Record / Receipt form.

2. In instances where a court trial is not concluded in one day, the items that are not kept by the court shall be returned to the Property and Evidence Section and be checked out again on the next court date.

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

1. The PET shall be responsible for submitting evidence to a GBI crime lab.
2. All evidence submitted to a GBI crime lab, shall 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. Officer'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 shall 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 by certified mail.
6. The transfer of custody to a GBI crime lab shall be documented on the back of the Property Record / Receipt form 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 Department via an online database.

X. **Disposal of Property**

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- 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
    - 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 PET.
    - a. Any disposition or release forms requesting weapons to be returned to owners shall be accompanied by a current criminal history or verification of citizenship for the owner. In addition, any disposition or release forms requesting the return of a firearm to its owner shall be accompanied by a current GCIC check of the firearm's serial number to ensure it has not been reported as stolen.
    - 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 Record / Receipt form and then filed in the Property and Evidence Section by class, pending the disposal of each item. Separate file sections are maintained to indicate classes of disposition, i.e., return to owner, destroy, or hold for sale. Return to owner, destroy, or hold for sale files are to be maintained by incident report number.
  3. The PET shall cause to be reviewed, through the Records Management System, 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 shall be disseminated to the proper employee and returned to the Property and Evidence Section within fifteen (15) days of dissemination, with a recommendation and signature of approval by a Supervisor.
  4. The 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 file for the

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property to be released 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 shall sign a declaration of ownership. When completed, the Property / Evidence Release Authorization form is to be attached to the original Property Record / Receipt form and maintained by the PET. In some instances, the owner may not be available (i.e. 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; shall 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 must be publicized as being found, and if not claimed by the owner, the item is to be disposed of as set forth above. No property shall be released to any employee for use unless first approved by 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 his / her 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 PET shall be thoroughly familiar with the state code / law and county / 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 PET shall be responsible for the sale of ~~unclaimed or forfeited property, 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 Finance Department.
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 the owner, and which was found in the course of the Department's regular operations, shall be disposed of by law.

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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 OCGA 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)

XI. **Inspections, Audits, and Inventories**

- A. The PET shall maintain an accurate inventory and listing of all items currently in possession of the Property and Evidence Section through the Records Management System.
- B. Semi-annual Inspection
  1. The Support Services Division Commander or his / her designee shall complete an inspection of the Property and Evidence Section two (2) times per year.
  2. The inspection is conducted to determine that the Property and Evidence Section is being maintained in a clean and orderly fashion, that the integrity of the property is being maintained, that provisions of Department policies and 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 and promptly.
  3. The inspection shall include tracing a few pieces of property and evidence to assure they are in the proper location as referenced by the Records Management System and the Property Record / Receipt forms.
  4. The results of the inspection shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, and the PET(s).
- C. Unannounced Inspection
  1. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct an

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unannounced inspection of the Property and Evidence Section one (1) time per year.

2. The inspection is conducted to determine that the Property and Evidence Section is being maintained in a clean and orderly fashion, that security measures are effective, and that provisions of Department policies and directives concerning the property management system are being followed.
3. The inspection shall include an accounting of a percentage of randomly selected property and evidence items being stored in the Property and Evidence Section. The minimum percentage of items to be checked during the inspection is as follows:
  - a. 100% of the safes
  - b. 100% of the impound lot
  - c. 100% of the firearms rack
  - d. 10% of the drug vault
  - e. 10% of the large item storage area
  - f. 10% of the general property and evidence storage areas
4. The results of the inspection shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

**D. Annual Audit**

1. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct an audit of the Property and Evidence Section one (1) time per year. The Supervisor may select other members to assist with conducting the audit.
2. The purpose of the annual audit is to ensure the continuity of custody and not to require the accounting of every single item of property. The audit should be sufficient to ensure the integrity of the system and the accountability of property.
3. The audit shall include an accounting of a percentage of randomly selected property and evidence items being stored in the Property and Evidence Section. The minimum percentage of items to be checked during the audit is as follows:
  - a. 100% of the safes
  - b. 100% of the impound lot

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- c. 100% of the firearms rack
  - d. 25% of the drug vault
  - e. 25% of the large item storage area
  - f. 25% of the general property and evidence storage areas
4. The results of the audit shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

E. Change in PET Personnel Audit

1. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct an audit of the Property and Evidence Section whenever a PET is assigned to and / or transferred from the position.
2. If the audit is conducted in conjunction with the assignment of a new PET, the audit shall be conducted jointly by the newly designated PET and the assigned Supervisor to ensure that records are correct and properly annotated. All discrepancies shall be recorded prior to the assumption of property accountability by the newly appointed Technician.
3. The audit shall include an accounting of a percentage of randomly selected property and evidence items being stored in the Property and Evidence Section. The minimum percentage of items to be checked during the audit is as follows:
  - a. 100% of the safes
  - b. 100% of the impound lot
  - c. 100% of the firearms rack
  - d. 25% of the drug vault
  - e. 25% of the large item storage area
  - f. 25% of the general property and evidence storage areas
4. The results of the audit shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

F. Inventory

1. If an audit of the high-risk items (e.g., cash, precious metals, jewelry, firearms, and drugs) reveals an error rate of more than four (4) percent, the

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- Support Services Division Commander shall complete an action plan to correct the deficiencies, and an inventory of all high-risk items and other property and evidence shall be required.
2. At any time, the Chief of Police may require an inventory of the Property and Evidence Section to be conducted.
  3. The inventory shall consist of an accounting of every item of property and evidence stored in the Property and Evidence Section and related storage areas.
  4. The Chief of Police shall direct a Supervisor, not associated with overseeing or controlling the property and evidence function, to conduct the inventory. The Supervisor may select other members to assist with conducting the inventory.
  5. Errors consist of the following:
    - a. An item is found to have the wrong disposition, such as being wrongfully destroyed.
    - b. An item is not located in the designated location, as referenced by the Records Management System or Property Record / Receipt form.
    - c. A high-risk item is assigned or located in the wrong or inappropriate location (e.g., drugs assigned to a location other than the drug vault)
    - d. A discrepancy between the Records Management System and the Property Record / Receipt form.
    - e. An item has the wrong label on the packaging.
    - f. An item that has already had a final disposition is still documented as being in custody of the Department.
    - g. Paperwork for an item is unable to be located even though the item is documented as still being in the custody of the Department.
  6. The results of the inventory shall be documented with a copy of the report being forwarded to the Chief of Police, the Accreditation Manager, the Support Services Division Commander, the Property and Evidence Custodian, and the PET(s).

XII. **Property and Evidence Section Forms Completion**

A. Property Record / Receipt

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

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2. The Property Record / Receipt form originates with the Officer. The form is completed each time an Officer takes possession of a piece of property or evidence.
3. One copy is prepared by the Officer for each incident.
4. The Property Record / Receipt form is completed in accordance with the guidelines set forth in the property and evidence procedure manual.

**B. Property Transfer**

1. The Property / Evidence Release Authorization form (Appendix B) 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. The Property / Evidence Release Authorization form originates with the PET and is attached to the top rear of the Property Record / Receipt.
3. Only one copy is prepared by the PET.
4. The Property / Evidence Release Authorization form is completed by the person transferring or releasing the property. The form shall be completed in accordance with the guidelines set forth in the property and evidence procedures manual.

**C. Property Release Authorization form**

1. The Property Release Authorization form (Appendix A) is used to obtain the proper disposition of property in the custody of the Department.
2. The Property Release Authorization originates with the Officer.
3. Only one copy is prepared by the Officer releasing the item.
4. The Property Release Authorization form shall be completed in accordance with the guidelines set forth in the property and evidence procedures manual.

**D. Notice to Claim Property Letter**

1. 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. The Notice to Claim Property letter is completed by the Property and Evidence Section.
3. Only one copy is prepared is prepared by the PET.

**E. Limited Access Property Room Entry Log**

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1. The Limited Access Property Room Entry Log (LAPREL) is used to maintain a listing of all entries into the Limited Access Property Room in the absence of the PET.
2. 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. Only one copy is prepared.

F. Large Item Storage Area Entry Log

1. The Large Item Storage Area Entry Log (LISAEL) is used to maintain a listing of all entries into the large item storage area in the absence of the PET.
2. The LISAEL is kept inside the weatherproof boxes installed inside the LISA and the Impound Lot.
3. Only one copy is prepared.

XIII. **Procedures for Destroying Personal Property**

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

XIV. **Procedures for Medication Collection Box**

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

**RESTRICTED LAW ENFORCEMENT DATA**

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*This policy supersedes any policies previously issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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## 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

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.

OFFICER'S SIGNATURE

DATE

APPROVING SUPERVISOR SIGNATURE

DATE

OWNER/GUARDIAN'S SIGNATURE

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE OF BIRTH      SOCIAL SECURITY NUMBER

(\_\_\_\_\_) \_\_\_\_\_  
PHONE NUMBER

EPF REL 880904 R0503

1 of 2

**RESTRICTED LAW ENFORCEMENT DATA**

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## 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**

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#### 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 Proper Box:	Retention Type
Check One:		<input type="checkbox"/> Evidence	<input type="checkbox"/> Misdemeanor 90 Days
<input type="checkbox"/> Suspect		<input type="checkbox"/> Recovered Property	<input type="checkbox"/> Felony 1 Year
<input type="checkbox"/> Victim		<input type="checkbox"/> Found Property	<input type="checkbox"/> Rape Forever
<input type="checkbox"/> Owner			<input type="checkbox"/> Homicide Forever
<input type="checkbox"/> Finder			<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
_____	Value
Item [ ] _____	Value
_____	Value
Item [ ] _____	Value
_____	Value
Item [ ] _____	Value
_____	Value

Comments or additional suspects' names and addresses:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature of Employee Completing Report   Approving Supervisor Signature EPF PRO 880901 R 1307	To Be Filled In by Property Custodian Date Received _____ Time Received _____  Received By _____
--	---

#### 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 [ ] _____					

#### RESTRICTED LAW ENFORCEMENT DATA

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# DALTON POLICE DEPARTMENT

		<i>Effective Date</i> <b>February 24, 2004</b>	<i>Number</i> <b>GO04-4.24</b>
<i>Subject</i> <b>Detection and Arrests of Impaired Drivers</b>			
<i>Reference</i> <b>CALEA Standards – 61.1.5, 61.1.9, 61.1.10</b>		<i>Revised</i> <b><del>April 27, 2024</del> April 25, 2023</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b><del>April 2023</del> April 2025</b>		<i>No. Pages</i> <b>4</b>

## I. Policy

The policy of the Dalton Police Department is to actively identify and investigate cases of impaired driving and strictly enforce Georgia's laws pertaining to driving under the influence.

## II. Detection of Impaired Drivers

- A. The detection of impaired drivers begins with the Officer's perception that the person's driving behavior is indicative of driving under the influence of alcohol and / or drugs. These indicators include, but are not limited to:
1. Weaving, drifting, or swerving within a lane or over the roadway
  2. Straddling the lane line
  3. Turning abruptly, illegally, or with a wide radius
  4. Almost striking a vehicle, curb, or other object
  5. Stopping without cause or erratic braking
  6. Accelerating or decelerating for no apparent reason
  7. Varying or improper speeds
  8. Driving in opposite lanes or the wrong way on a one-way street
  9. Slow response to traffic signals
  10. Slow or failure to respond to an Officer's signals
  11. Driving without headlights at night
  12. Failure to signal or signaling that is inconsistent with driving actions

### RESTRICTED LAW ENFORCEMENT DATA

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13. Following too closely
  14. Improper or unsafe lane changes
  15. Driving on other than designated roadway
- B. The Officer must be alert for the possibility that the driver, suspected of being under the influence of alcohol and / or drugs, might be experiencing diabetic shock or some other medical condition. The Officer must take reasonable action to differentiate between the two.

III. **Making the Stop**

Traffic stops shall be conducted in accordance with policy GO88-4.5, Vehicle Stops.

IV. **Field Sobriety Testing**

- A. When a driver is suspected of driving while impaired, the Officer may conduct field sobriety testing to determine the driver's level of impairment.
- B. Field sobriety testing should be conducted in the safest place possible for the Officer and driver.
- C. If available, an additional Officer should be requested to the stop location to observe traffic, passengers, etc. while field sobriety testing is being conducted.
- D. There are indicators, referred to as post-stop cues, that may indicate the driver is impaired. These indicators include, but are not limited to:
1. Difficulty with motor vehicle controls
  2. Difficulty with exiting the vehicle
  3. Fumbling with his / her driver's license or proof of insurance
  4. Repeating questions or comments
  5. Swaying, unsteadiness, or balance problems
  6. Leaning on the vehicle or other object
  7. Slurred speech
  8. Slow to respond to the Officer or requiring the Officer to repeat
  9. Providing incorrect information or changing answers
  10. Emitting an odor of an alcoholic beverage from his / her person

**RESTRICTED LAW ENFORCEMENT DATA**

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- E. Note that case law indicates that a portable breath alcohol screening device (Alco-sensor) should only be used after completing or attempting to complete field sobriety testing. Any evidence resulting after the portable breath test may be subject to suppression in court.

V. **Arrest of the Offender**

- A. When a driver that is suspected of being impaired is taken into custody, the arresting Officer shall:
  - 1. Advise the driver that he / she is under arrest for driving under the influence.
  - 2. Read the most recently issued implied consent warning to the arrestee at the scene or when safe to do so.
  - 3. Arrange for the removal of the suspect's vehicle.
    - a. Have the vehicle towed per request of the driver or owner or contact the on-call tow service.
    - b. Leave the vehicle at the scene if not a traffic hazard, per the driver's or owner's request, providing permission from the property owner is obtained.
    - c. Release the vehicle to a third party, per the driver's or owner's request.
- B. The state-administered breath test utilizing the Intoxilyzer 9000 must be performed by a certified operator. The operator shall:
  - 1. Ensure the suspect has been read the current implied consent notice.
  - 2. Prepare the state-approved Intoxilyzer and administer the test.
  - 3. Sign three (3) printouts of the breath test results. Place one copy in the assigned Intoxilyzer folder, provide one copy to the arresting Officer, and provide one copy to the driver.
- C. If a blood and / or urine test is requested by the Officer, the Officer shall:
  - 1. Pick up the appropriate blood and / or urine evidence kit from the Police Services Center.
  - 2. For blood tests, transport the suspect to the Whitfield County Health Department during regular business hours, Monday through Friday, 08:00-17:00, or to the Whitfield County Sheriff's Office (WCSO) if WCSO personnel qualified to draw blood are on-duty and available. During all other times, transport the suspect to the Emergency Room at Hamilton Medical Center.

**RESTRICTED LAW ENFORCEMENT DATA**

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- a. Ensure the suspect's blood is collected by an authorized healthcare worker or other appropriate person.
  - b. Force shall not be used against a suspect in order to complete a blood draw.
  - b.c. Ensure the blood is packaged in the kit and the kit is properly sealed with the appropriate paperwork.
  - e.d. Submit the kit to the Property and Evidence Section to be sent to the GBI for forensic testing.
3. For urine tests, have the suspect submit a sample of urine into the kit's receptacle. Package the urine sample and paperwork in the kit, and submit the kit to the Property and Evidence Section to be sent to the GBI for forensic testing.
- D. If the suspect requests an additional chemical test, the Officer shall provide transportation for the suspect to qualified personnel of his / her own choosing. This request shall be granted if within reasonable limits. The Officer shall explain to him / her that the suspect shall be responsible for any costs incurred.

VI. **Booking Procedures**

The arresting Officer shall be responsible for processing the person charged with driving under the influence. The arresting Officer shall complete the following when booking the arrestee at the Whitfield County Jail:

- A. Citation(s) for the offense(s)
- B. A detailed incident report, including the reason for the stop and the results of field sobriety test(s) performed. A copy of the Intoxilyzer results shall be attached to the incident report in the Records Management System.
- C. The Administrative License Suspension form, if applicable

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date	Number <b>GO03-7.7</b>
Subject <b>Surveillance and Undercover Procedures</b>			
Reference <b>CALEA Standards – 43.1.4, 43.1.5</b>		Revised <b>April 27, 2024</b> April 25, 2023	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>April 2023</b> April 2025		No. Pages <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to utilize surveillance and undercover operations to detect and deter criminal activity while ensuring the safety of both civilians and Officers and protecting the Constitutional rights of all persons involved.

## II. Operations Plans

Surveillance or undercover operations, which meet the following criteria, shall require an operations plan:

- A. “Buy / Bust” operations where, once a purchase is made, an arrest will be attempted immediately.
- B. Any operation where an Officer of the Dalton Police Department or an undercover Officer from another agency is directly involved in the transaction.
- C. An operation with a known violent offender or known armed offenders or where current information suggests an elevated risk to Officers.
- D. Any operation where an illegal substance or item is purchased in an amount that requires authorization from the Chief of Police or his / her designee.
- E. Any surveillance operation where the intent is to affect an arrest during the operation.

## III. Surveillance Operations

- A. Preparation
  - 1. A detailed plan of the surveillance target is a critical beginning to every successful surveillance or stakeout operation.
  - 2. A Supervisor shall be designated as in charge of the operation and shall ensure the planning function is completed prior to the operation.

### RESTRICTED LAW ENFORCEMENT DATA

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3. Advanced intelligence gathering shall be the first step in the plan. This is achieved through interviews of informants, concerned citizens, other law enforcement personnel, and personal observations.
4. The initial intelligence survey shall include the following:
  - a. A ride-by observation of the target
  - b. A determination of manpower, equipment, and logistical needs
  - c. Preparation of a safety statement (i.e. knowledge of weapons or possible threats to officer safety)

**B. Deployment**

1. The surveillance team will normally consist of inside and outside teams. In case of vehicular surveillance, it may consist of numerous one or two member teams.
2. The Supervisor shall be responsible for the exchange of information between teams, and in the event of an arrest, he / she shall coordinate the effective arrest of the suspect while ensuring safety guidelines are met.
3. In the event one of the teams is detected, the Supervisor shall take the necessary steps to replace this team with another.
4. The surveillance teams are designated to enforcement actions only with the tactical plan and shall not be called off to enforce less serious infractions of the law. Such infractions shall be handled by an Officer not assigned to the team.
5. All weapons shall be maintained in a ready condition at all times during the surveillance operation, and policy GO88-5.1, Use of Force, shall be adhered to at all times.
6. Uniformed Officers and back-ups shall be summoned as soon as possible following the crime and arrest. All plain-clothes Officers shall be easily identifiable as law enforcement to the back-ups or other responding Officers.

**IV. Undercover Operations**

- A. All subjects that are a target of the undercover operation shall be identified prior to the operation. This identification may include criminal histories, known associates, weapons proficiencies, and any other available background information.
- B. The neighborhood or target area of the operation shall be surveyed prior to the operation to determine and identify hazardous and potentially dangerous areas as well as locations of surveillance points.

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- C. A review of the information on the target(s) and locations shall be conducted to determine manpower and equipment needs for the location.
- D. A briefing shall be conducted prior to the operation with all participating personnel to familiarize everyone with the objective, location, and targets of the operation.
- E. Personnel involved in the operation shall be provided the necessary equipment to conduct the operation.
- F. Provisions for routine and emergency communications shall be established, and, if possible, audio transmitters should be used.
- G. Depending on the purpose of the undercover operation, arrests shall be made only when all requirements to substantiate a legal arrest have been met. The decision to arrest may depend on the purposes of the undercover operation as well as the strategic impact the arrest may have upon the overall investigation.
- H. In order to ensure a safe and successful outcome, no arrest shall be made or attempted without sufficient manpower and / or equipment.
- I. Officers involved in undercover operations shall be closely monitored by a Supervisor.

V. **Decoy Operations**

- A. Prior to any decoy operation, a review of the crime and crime locations shall be conducted to determine the modus operandi of the target(s). The review shall be used to determine manpower and equipment needs for the operation. A determination shall be made on the appropriate number of backup Officers for security and protection.
- B. Procedures for each operation shall be developed based on contributing factors. Other measures include:
  - 1. Provisions for routine and emergency communications shall be established.
  - 2. A briefing shall be conducted prior to the operation with all participating personnel for familiarization with the objective, location, personnel, arrest signals, and any other significant factor relating to the operation.
  - 3. Notification of the Watch Commander shall be made to ensure patrol units are aware of the location of the operation.
- C. Officers involved in decoy operations shall be closely monitored by a Supervisor.

VI. **Specialized Equipment**

- A. The Department has access to portable electronic equipment that may be required to carry out surveillance, undercover, and / or decoy operations. Any devices used for covert electronic recording / monitoring shall be used in accordance with policy

**RESTRICTED LAW ENFORCEMENT DATA**

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GO03-7.8, Covert Electronic Recording and Monitoring. Other types of equipment may include night vision and thermal imaging devices.

- B. Approval for the use of any specialized equipment shall be requested from a Supervisor prior to use.
- C. The approving Supervisor shall ensure that the requesting Officer uses the device in accordance with Departmental policy and the manufacturer's recommended procedures.
- D. The Criminal Investigations Division Commander or his / her designee shall maintain a log and inventory of all Departmental specialized equipment maintained in the Criminal Investigations Division. The Patrol Division Commander or his / her designee shall maintain a log and inventory of all Departmental specialized equipment maintained in the Patrol Division.

VII. **Reporting**

Details of surveillance, undercover, and decoy operations shall be documented in incident or supplemental reports by participating personnel upon completion of the operations.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		<i>Effective Date</i> <b>February 24, 2004</b>	<i>Number</i> <b>GO03-7.8</b>
<i>Subject</i> <b>Covert Electronic Recording and Monitoring</b>			
<i>Reference</i> <b>CALEA Standard – 43.1.4</b>		<i>Revised</i> <del>April 27, 2021</del> <b>April 25, 2023</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>April 2023</del> <b>April 2025</b>		<i>No. Pages</i> <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to restrict covert electronic recording and monitoring activities to investigations where a reasonable suspicion of criminal activity exists.

## II. Definitions

- A. *Covert* – An electronic device is *covert* when it is hidden from normal view or otherwise secreted away, and at least one of the individuals to be recorded has a reasonable expectation of privacy. Examples of covert recording devices are body recorders or transmitters or parabolic microphones.
- B. *Consensual Monitoring and / or Recording* – Monitoring and / or recording of private conversations of an individual, or group of individuals, and the consenting party is present during the monitoring and / or recording of such conversations. This may be achieved by telephone recorders, body recorders, or transmitters that are recorded on digital media or other electronic recording equipment. To be consensual, at least one of the parties to the conversation must be aware that the conversation is being electronically monitored or recorded and agree to the monitoring or recording.
- C. *Non-Consensual Monitoring and / or Recording* – The monitoring and / or recording of private conversations of individuals or groups of individuals where no party involved in the conversation consents to the recording or such monitoring of the conversation.
- D. *Overt* – An electronic device is *overt* when it is not hidden from general view, regardless of whether or not the person being recorded actually sees the monitoring device or knows of its existence. Examples of overt surveillance devices include:
  1. Audio / video recording equipment mounted in interview rooms, hallways, parking lots, waiting rooms, etc.
  2. Recording devices used openly and in a non-concealed manner

### RESTRICTED LAW ENFORCEMENT DATA

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3. Audio / video recording equipment mounted in a patrol car
4. Handheld video cameras

For department guidelines on overt surveillance see policy GO03-7.9, Overt Electronic Recording and Monitoring.

- E. *No or low expectation of privacy* – In some instances, persons have no or a low expectation of privacy to include, but not limited to:
1. Officers recording telephone conversations where they are a party to the conversation
  2. Officers recording face-to-face conversations where they are a party to the conversation
  3. Recording information at a crime scene
  4. Monitoring and recording public hallways, elevators, and rooms (except restrooms) of a public building, including the Police Services Center
  5. Monitoring and recording sobriety tests
  6. Recording of voluntary statements made by victims, witnesses, or suspects
  7. Recording of routine traffic stops with portable or fixed recording equipment

### III. **Limitations**

- A. Officers may utilize a covert electronic recording device in conjunction with a consenting party, such as a cooperating witness, informant, or undercover Officer.
- B. The consenting party must maintain the covert device on his / her person or in such immediate area that any conversation recorded would be in the presence of the consenting party.
- C. Any conversation recorded or monitored with the use of a covert electronic recording device that is not made in the presence of a consenting party shall be made within the guidelines of O.C.G.A. 16-11-64 and subsequent sections.

### IV. **Procedures**

- A. Before using any covert recording / monitoring device in a consensual setting, the Officer must inform the individual that a device will be used and obtain the consenting party's permission.
- B. Recordings made on digital devices shall be downloaded and saved in a case file, saved in the Records Management System, or placed on a digital storage device and submitted to the Property and Evidence Section.

#### **RESTRICTED LAW ENFORCEMENT DATA**

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- C. The Officer shall complete a thorough investigative report after each operation in which a covert recording / monitoring device is used.
- D. Information gathered by covert electronic recording / monitoring devices shall only be disseminated on a strict need-to-know basis.

V. **Approval and Device Inventory Control**

- A. Approval for the use of any Departmental covert monitoring / recording device in a criminal investigation shall be requested of the unit Supervisor of the investigating Officer.
- B. The approving Supervisor shall ensure that the requesting Officer uses the device in accordance with Departmental policy and the manufacturer's recommended procedures.
- C. The Criminal Investigations Division Commander or his / her designee shall maintain a log and inventory of all Departmental covert electronic recording / monitoring equipment maintained in the Criminal Investigations Division. The Patrol Division Commander or his / her designee shall maintain a log and inventory of all Departmental covert recording / monitoring equipment maintained in the Patrol Division.

VI. **Non-Consensual Covert Surveillance**

- A. Prior to using any covert recording device in a non-consensual surveillance, the Officer, through the prosecuting attorney having jurisdiction or the Attorney General, shall obtain a court order in compliance with O.C.G.A. 16-11-64.
- B. Under no circumstances shall an Officer of this Department conduct or be associated with any non-consensual covert recording or monitoring activity that is not authorized by a court order.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 03/01/23 - 03/31/23 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
		1	0.34%	0	0	0	0	0	0.00	0	0.08		0.00
111	Building fire	3	1.02%	0	15.67	0	1	5	0.00	1	19.72	46.183331	4.90
113	Cooking fire, confined to container	1	0.34%	0	16	0	1	5	0.00	1	7.08	5.283332	5.18
118	Trash or rubbish fire, contained	1	0.34%	0	3	0	0	1	0.00	0	0.60	.550000	2.25
131	Passenger vehicle fire	1	0.34%	0	3	0	0	1	0.00	0	2.20	2.200000	3.82
140	Natural vegetation fire, other	1	0.34%	0	3	0	1	1	0.00	1	1.80	1.483333	1.20
142	Brush or brush-and-grass mixture fire	1	0.34%	0	4	0	0	1	0.00	0	0.67	.666666	5.55
151	Outside rubbish, trash or waste fire	2	0.68%	0	12.5	0	0.5	3.5	0.00	0.5	5.42	5.299998	5.01
223	Air or gas rupture of pressure or process vessel	1	0.34%	0	12	0	4	4	0.00	2	3.47	3.216666	1.15
251	Excessive heat, scorch burns with no ignition	1	0.34%	0	18	0	1	5	0.00	1	4.12	2.916664	1.80
311	Medical assist, assist EMS crew	163	55.44%	0	0.02	3.22	0.01	0.01	1.01	0.01	0.99	164.799988	4.71
322	Motor vehicle accident with injuries	14	4.76%	0	0.21	5.64	0.5	0.07	1.71	0.43	3.36	38.966663	4.52
324	Motor vehicle accident with no injuries.	7	2.38%	0	2.29	5.71	0.14	0.71	1.57	0.14	2.52	14.316663	4.58
424	Carbon monoxide incident	1	0.34%	0	8	0	0	2	0.00	0	1.87	1.866666	4.78

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
440	Electrical wiring/equipment problem, other	1	0.34%	0	3	0	1	1	0.00	1	2.27	2.133333	2.00
441	Heat from short circuit (wiring), defective/worn	1	0.34%	0	8	0	0	2	0.00	0	1.73	.933333	3.02
442	Overheated motor	1	0.34%	0	16	0	1	5	0.00	1	11.33	10.283332	3.05
444	Power line down	1	0.34%	0	3	0	0	1	0.00	0	6.60	6.600000	5.38
445	Arcing, shorted electrical equipment	4	1.36%	0	3	0	0	1	0.00	0	0.95	3.800000	5.19
500	Service Call, other	4	1.36%	0	3	0	0	1	0.00	0	1.16	4.650000	1.26
522	Water or steam leak	1	0.34%	0	3	0	0	1	0.00	0	0.55	.550000	5.83
531	Smoke or odor removal	1	0.34%	0	13	0	1	4	0.00	1	2.80	.783332	4.48
551	Assist police or other governmental agency	2	0.68%	0	3	1.5	0.5	1	0.50	0.5	1.79	3.250000	1.84
553	Public service	2	0.68%	0	6	0	0.5	2	0.00	0.5	2.33	5.816666	4.08
611	Dispatched & canceled en route	28	9.52%	0	2.46	2.46	0.14	0.71	0.79	0.14	0.30	6.699992	0.00
622	No incident found on arrival at dispatch address	8	2.72%	0	1.13	2.25	0	0.38	0.75	0	0.49	3.650000	4.04
651	Smoke scare, odor of smoke	3	1.02%	0	7	0	0.67	2.33	0.00	0.67	3.07	6.883332	4.92
652	Steam, vapor, fog or dust thought to be smoke	1	0.34%	0	3	0	0	1	0.00	0	1.90	1.900000	7.12
711	Municipal alarm system, malicious false alarm	1	0.34%	0	12	0	3	4	0.00	2	5.75	.816666	1.35
733	Smoke detector activation due to malfunction	3	1.02%	0	10.33	0	1	3.33	0.00	1	3.27	7.133333	5.02
735	Alarm system sounded due to malfunction	7	2.38%	0	12.14	0	0.57	3.71	0.00	0.57	7.24	42.833331	5.21
743	Smoke detector activation, no fire - unintentional	8	2.72%	0	12.13	0.38	1.13	3.63	0.13	1.13	2.78	17.133328	4.90
744	Detector activation, no fire - unintentional	2	0.68%	0	11.5	0	1	3.5	0.00	1	1.88	3.650000	3.41

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
745	Alarm system activation, no fire - unintentional	17	5.78%	0	13.29	0	1	4.12	0.00	1	5.33	49.699988	4.75
Totals		294	100%	0	2.81	2.51	0.24	0.87	0.78	0.22	1.93	466.95	4.11
Mutual Aid Given Incidents		16											



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Response Summary by Station

Report Period: 03/01/23 - 03/31/23 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	128	3.13	60.94	35.94	4.27
Station 2	58	3.45	58.62	37.93	1.93
Station 3	64	1.56	64.06	34.38	2.13
Station 4	27	0	59.26	40.74	0.9
Station 5	34	8.82	67.65	23.53	1.13

**Total 311**

04/03/23 11:40:32



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 03/01/23 - 03/31/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	165	0
611 Dispatched & canceled en route	32	0
322 Motor vehicle accident with injuries	19	0
745 Alarm system activation, no fire - unintentional	17	0
622 No incident found on arrival at dispatch address	9	0
743 Smoke detector activation, no fire - unintentional	9	0
324 Motor vehicle accident with no injuries.	8	0
735 Alarm system sounded due to malfunction	7	0
651 Smoke scare, odor of smoke	4	0
445 Arcing, shorted electrical equipment	4	0
500 Service Call, other	4	0
111 Building fire	3	0
733 Smoke detector activation due to malfunction	3	0
444 Power line down	2	0
744 Detector activation, no fire - unintentional	2	0
424 Carbon monoxide incident	2	0
151 Outside rubbish, trash or waste fire	2	0
551 Assist police or other governmental agency	2	0
553 Public service	2	0
600 Good intent call, other	1	0
223 Air or gas rupture of pressure or process vessel	1	0
251 Excessive heat, scorch burns with no ignition	1	0
522 Water or steam leak	1	0
531 Smoke or odor removal	1	0

04/03/23 11:38:58



Incident Type	Incidents	Exposures
440 Electrical wiring/equipment problem, other	1	0
441 Heat from short circuit (wiring), defective/worn	1	0
442 Overheated motor	1	0
113 Cooking fire, confined to container	1	0
118 Trash or rubbish fire, contained	1	0
131 Passenger vehicle fire	1	0
140 Natural vegetation fire, other	1	0
142 Brush or brush-and-grass mixture fire	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0
711 Municipal alarm system, malicious false alarm	1	0

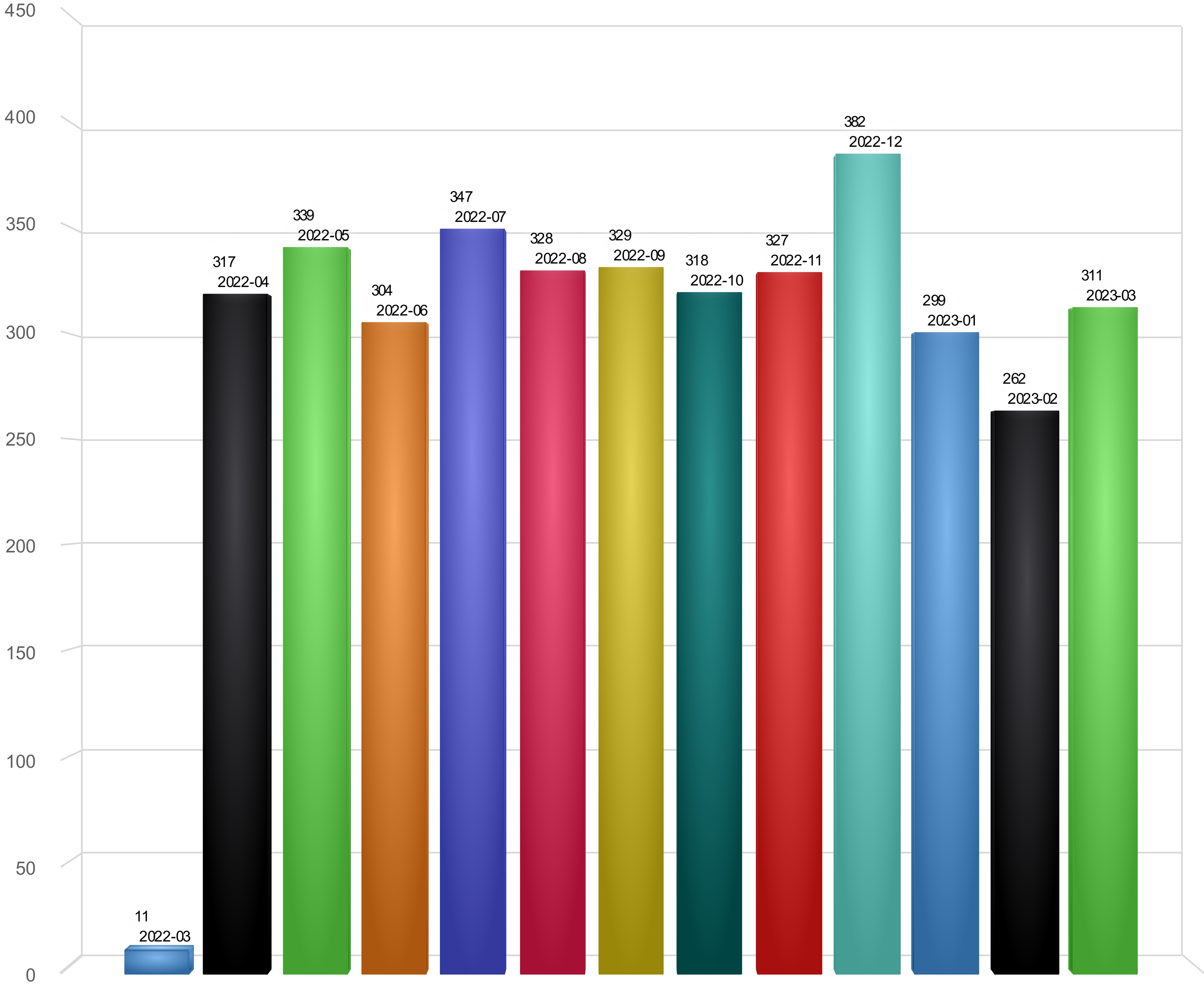
	Incidents	Exposures
<b>Total</b>	<b>311</b>	<b>0</b>

04/03/23 11:38:58

# Incidents by Months

## 03/31/2022-03/31/2023

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



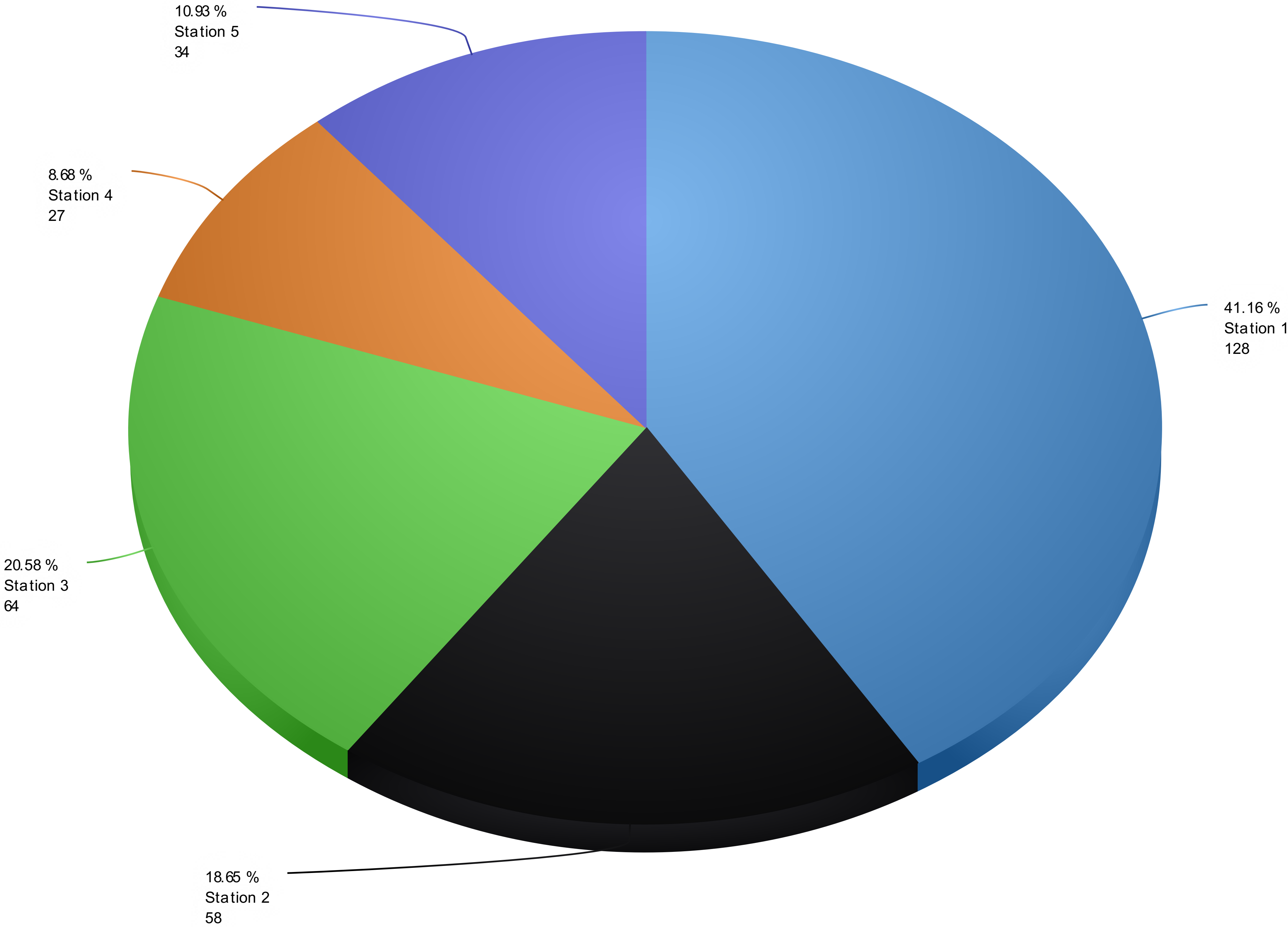
Incident Count

Total of Month: 3,874

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

# Incidents by Stations

03/01/2023-03/31/2023

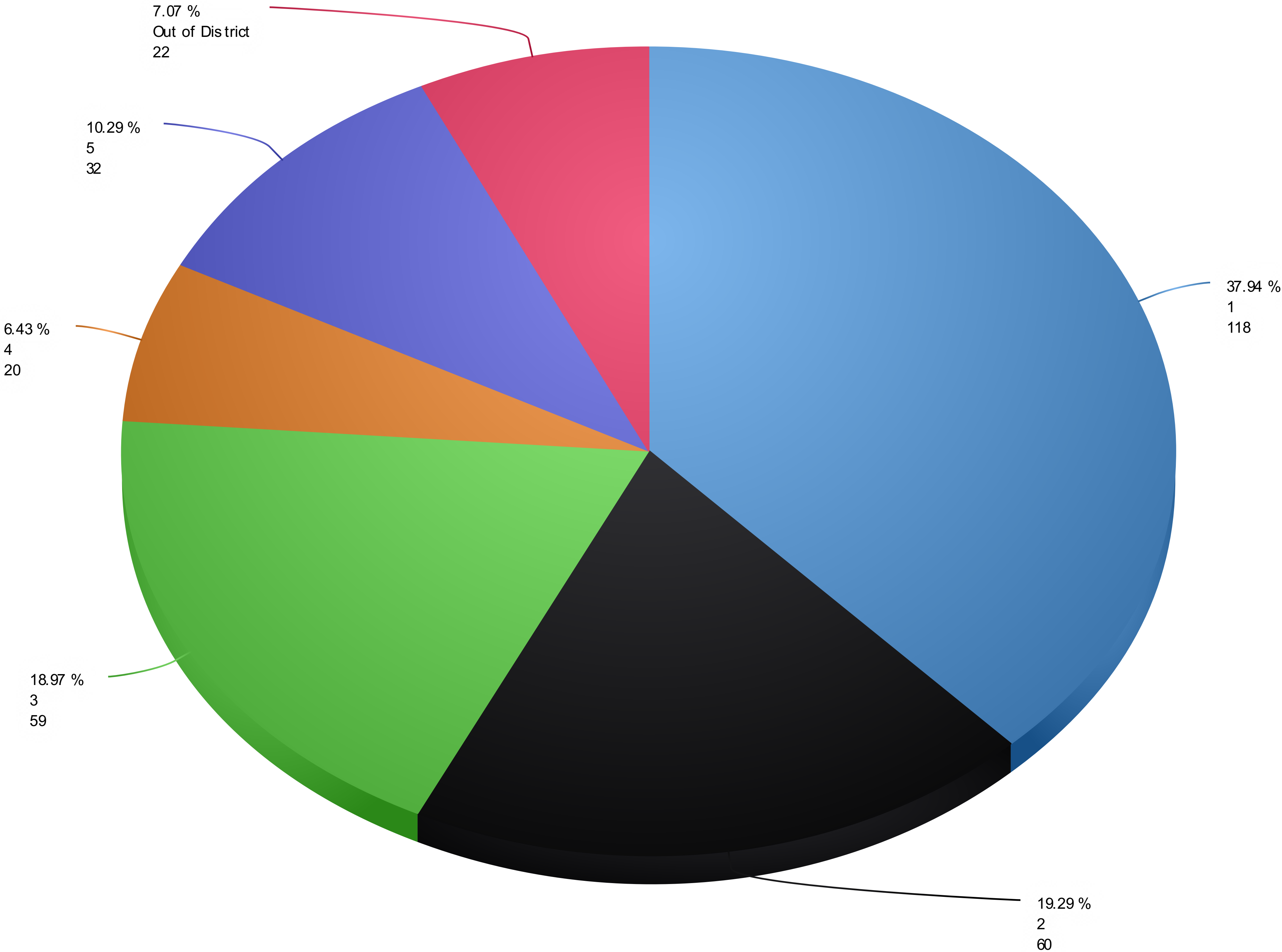


Total of Station: 311

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

# Incidents by District

03/01/2023-03/31/2023

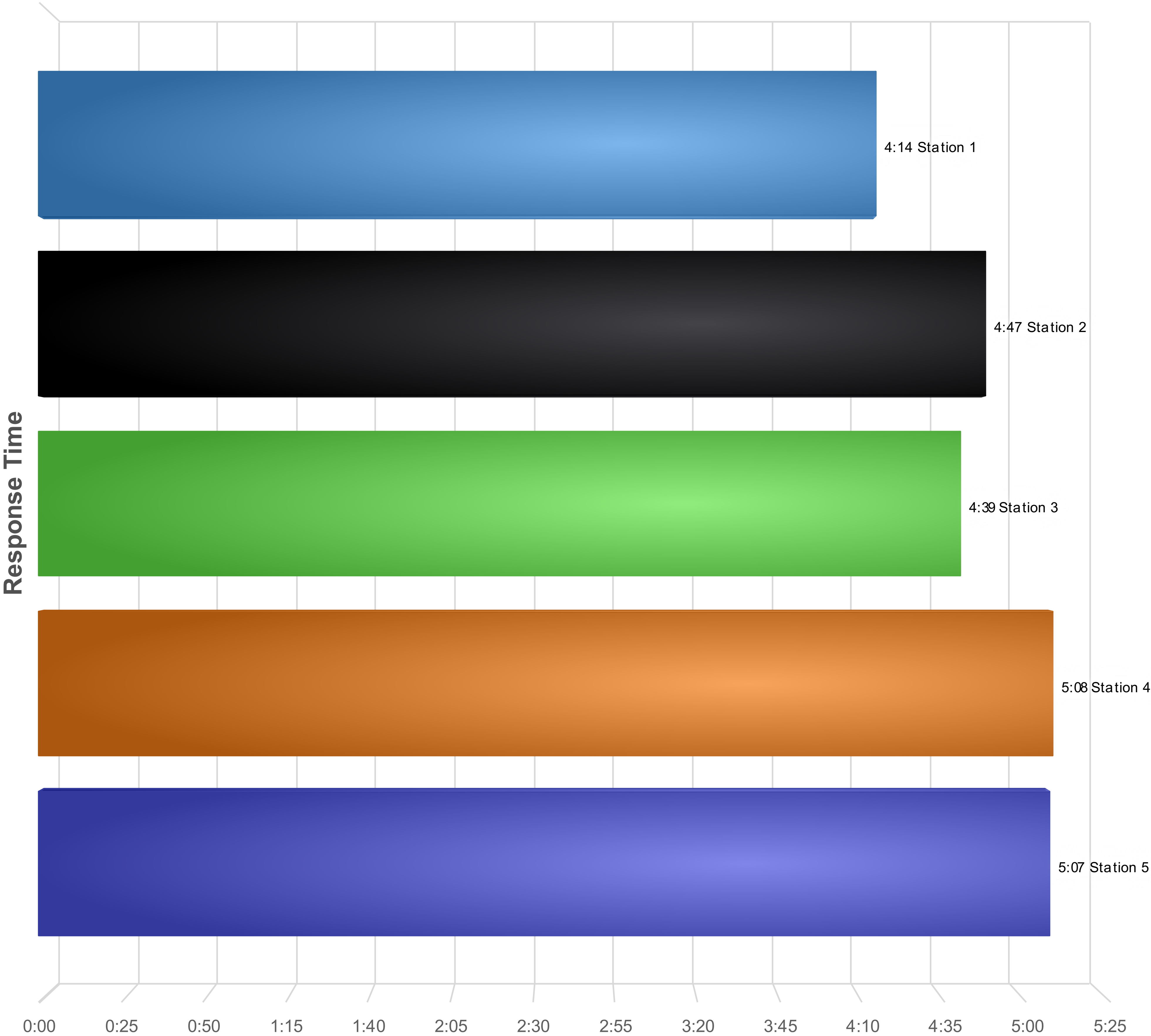


Total of District: 311

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

# Average Response Time by Station

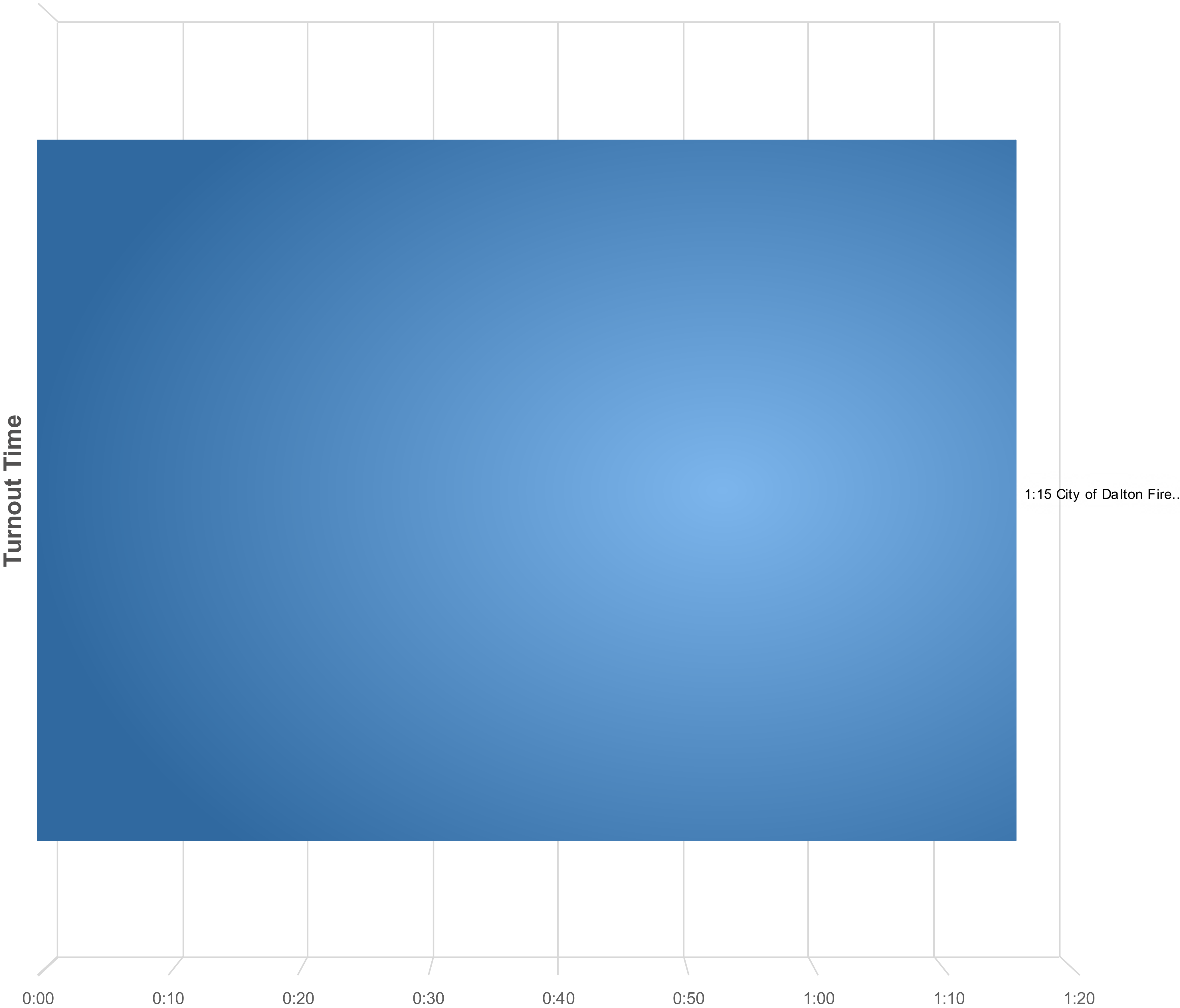
03/01/2023-03/31/2023



Total of Station: 4:36

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

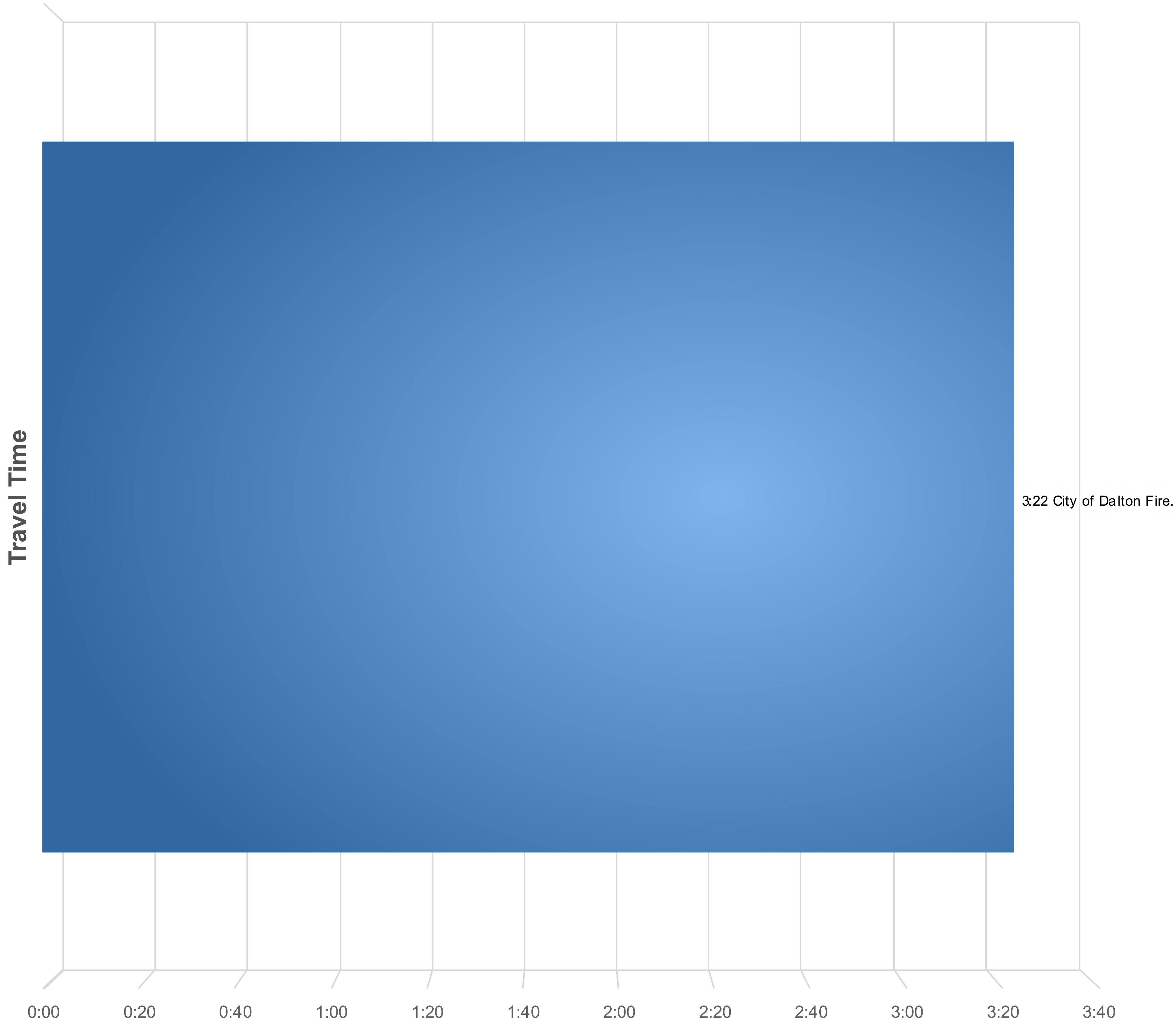
03/01/2023-03/31/2023





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

03/01/2023-03/31/2023





# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

**Report Period: 03/01/23 - 03/31/23 23:59:59**

Incident Type	Hours
311 Medical assist, assist EMS crew	166.72
322 Motor vehicle accident with injuries	50.41
745 Alarm system activation, no fire - unintentional	49.70
111 Building fire	46.18
735 Alarm system sounded due to malfunction	42.83
743 Smoke detector activation, no fire - unintentional	17.93
324 Motor vehicle accident with no injuries.	14.52
442 Overheated motor	10.28
611 Dispatched & canceled en route	7.79
651 Smoke scare, odor of smoke	7.55
733 Smoke detector activation due to malfunction	7.13
444 Power line down	6.95
553 Public service	5.82
151 Outside rubbish, trash or waste fire	5.30
113 Cooking fire, confined to container	5.28
500 Service Call, other	4.65
622 No incident found on arrival at dispatch address	4.15
445 Arcing, shorted electrical equipment	3.80
744 Detector activation, no fire - unintentional	3.65
424 Carbon monoxide incident	3.47
551 Assist police or other governmental agency	3.25
223 Air or gas rupture of pressure or process vessel	3.22
251 Excessive heat, scorch burns with no ignition	2.92
131 Passenger vehicle fire	2.20



<b>Incident Type</b>	<b>Hours</b>
440 Electrical wiring/equipment problem, other	2.13
652 Steam, vapor, fog or dust thought to be smoke	1.90
140 Natural vegetation fire, other	1.48
600 Good intent call, other	1.10
441 Heat from short circuit (wiring), defective/worn	0.93
711 Municipal alarm system, malicious false alarm	0.82
531 Smoke or odor removal	0.78
142 Brush or brush-and-grass mixture fire	0.67
118 Trash or rubbish fire, contained	0.55
522 Water or steam leak	0.55

<b>Total</b>	<b>486.61</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Los

(Dates: 03/01/23 - 03/31/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	3	1.02%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	41,500	100.00 %	16,000	86.49%	57,500	95.83%
113	Cooking fire, confined to container	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2,500	13.51%	2,500	4.17%
118	Trash or rubbish fire, contained	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
140	Natural vegetation fire, other	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
142	Brush or brush-and-grass mixture fire	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	2	0.68%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
223	Air or gas rupture of pressure or process vessel	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
251	Excessive heat, scorch burns with no ignition	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
311	Medical assist, assist EMS crew	163	55.44%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	14	4.76%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	7	2.38%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
424	Carbon monoxide incident	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
440	Electrical wiring/equipment problem, other	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
441	Heat from short circuit (wiring), defective/worn	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
442	Overheated motor	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	4	1.36%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	4	1.36%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
522	Water or steam leak	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
531	Smoke or odor removal	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
551	Assist police or other governmental agency	2	0.68%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
553	Public service	2	0.68%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	28	9.52%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	9	3.06%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	3	1.02%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
652	Steam, vapor, fog or dust thought to be smoke	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
711	Municipal alarm system, malicious false alarm	1	0.34%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	3	1.02%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	7	2.38%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	8	2.72%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
744	Detector activation, no fire - unintentional	2	0.68%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
745	Alarm system activation, no fire - unintentional	17	5.78%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Totals</b>		294	100%	0	0	100%	0	100%	0	100%	0	100%	41,500	100%	18,500	100%	60,000	100%
<b>Mutual Aid Given Incidents</b>		17																

# **Training Division Monthly Report**

## **March 2023**

### **Overview**

Recruit Class 2023-01 continued throughout the month with 6 candidates enrolled. Biennial recertification training for licensed EMTs and Paramedics concluded in March with scenario-based evaluations. 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 March totaled 3,437.

### **Outside Schools**

2 fire investigators attended GA Fire Investigator's Spring Conference in Marietta, Georgia

1 student attended NPQ Fire Instructor 2 at GPSTC and attained state and national certification

3 students attended EOC/ICS Interface (G-191HM) and NIMS 300 – Intermediate Incident Command System for Expanding Incidents at Gordon County Fire Rescue

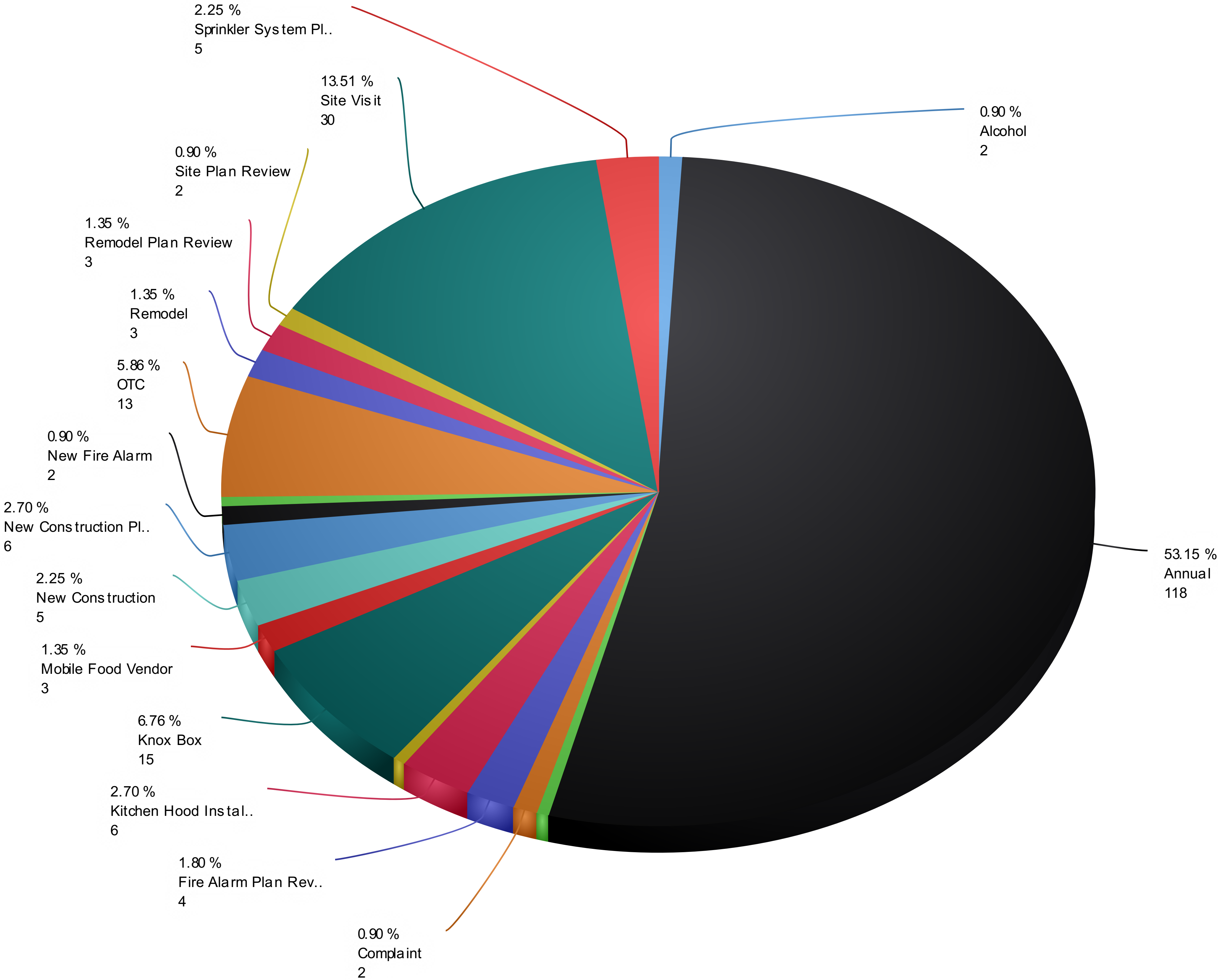
2 students attended Incident Safety Officer at Gordon County Fire Rescue

1 inspector attended Fire Alarm & Suppression Systems at GPSTC

# Inspection Visit History by Inspection Type

03/01/2023-03/31/2023

- Alcohol
- Annual
- Annual \ Periodic
- Complaint
- Fire Alarm Plan Review
- Kitchen Hood Installation
- Kitchen Hood Plan Review
- Knox Box
- Mobile Food Vendor
- New Construction
- New Construction Plan Review
- New Fire Alarm
- New Sprinkler System
- OTC
- Remodel
- Remodel Plan Review
- Site Plan Review
- Site Visit
- Sprinkler System Plan Review



Total of Inspection Type: 222

# YEAR-TO-DATE BUDGET REPORT

03/31/2023

FOR 2023 03									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0010									
350000	511100 WAGES REG	6,026,000	0	6,026,000	1,327,548.13	.00	4,698,451.87	22.0%	
350000	511300 WAGES - OT	519,000	0	519,000	105,460.37	.00	413,539.63	20.3%	
350000	512100 GROUP INS	1,079,235	0	1,079,235	239,089.25	.00	840,145.75	22.2%	
350000	512200 FICA & MED	500,800	0	500,800	113,433.35	.00	387,366.65	22.7%	
350000	512401 RETDCP	396,000	0	396,000	88,464.36	.00	307,535.64	22.3%	
350000	512402 RET DBP	323,000	0	323,000	73,165.13	.00	249,834.87	22.7%	
350000	512403 RET STATE	28,800	0	28,800	6,775.00	.00	22,025.00	23.5%	
350000	512700 WORKERS CO	107,000	0	107,000	26,756.00	.00	80,244.00	25.0%	
350000	512900 OTHER EMPL	36,750	0	36,750	8,880.08	.00	27,869.92	24.2%	
350000	512915 CLEANING A	49,900	0	49,900	301.50	.00	49,598.50	.6%	
350000	512950 FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%	
350000	521210 LEGAL FEES	4,800	0	4,800	97.50	.00	4,702.50	2.0%	
350000	522140 LAWN CARE	4,000	0	4,000	1,177.40	377.85	2,444.75	38.9%	
350000	522210 BUILD R&M	60,000	0	60,000	11,658.16	4,468.48	43,873.36	26.9%	
350000	522220 EQ REPAIRS	24,000	2,700	26,700	5,504.53	755.45	20,440.02	23.4%	
350000	522220 APPA MTN APP	100,000	23,690	123,690	7,408.42	1,515.87	114,765.71	7.2%	
350000	522320 RENT EQUIP	4,500	0	4,500	935.18	.00	3,564.82	20.8%	
350000	523100 INSURANCE	32,980	0	32,980	370.11	.00	32,609.89	1.1%	
350000	523200 COMMUNICAT	33,750	0	33,750	7,552.88	781.65	25,415.47	24.7%	
350000	523500 TRAVEL	20,000	0	20,000	1,670.06	510.00	17,819.94	10.9%	
350000	523600 DUES	6,000	0	6,000	1,115.53	.00	4,884.47	18.6%	
350000	523630 RADIO SUBC	11,500	0	11,500	10,492.20	.00	1,007.80	91.2%	
350000	523640 VEHICLE IM	1,100	0	1,100	.00	.00	1,100.00	.0%	
350000	523700 TRAINING	28,000	0	28,000	5,381.89	466.50	22,151.61	20.9%	
350000	523900 OTHER PUR	0	200	200	155.85	.00	44.15	77.9%	
350000	523920 SOFT LIC	16,000	0	16,000	15,715.62	.00	284.38	98.2%	
350000	531100 SUP GENERA	25,000	-1,500	23,500	4,742.69	532.40	18,224.91	22.4%	
350000	531100 OPIOD SUP GENERA	0	11,500	11,500	.00	.00	11,500.00	.0%	
350000	531110 SUP OFFICE	4,000	0	4,000	1,405.89	676.74	1,917.37	52.1%	
350000	531120 UNIFORMS	140,000	0	140,000	3,624.58	1,638.00	134,737.42	3.8%	
350000	531150 SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%	
350000	531200 UTILITIES	163,000	0	163,000	41,164.41	.00	121,835.59	25.3%	
350000	531250 OIL	5,000	0	5,000	1,439.86	.00	3,560.14	28.8%	
350000	531270 GASOLINE	16,500	0	16,500	2,203.58	.00	14,296.42	13.4%	
350000	531275 DIESEL	62,000	0	62,000	9,025.59	.00	52,974.41	14.6%	
350000	531300 MEALS FOOD	2,000	0	2,000	131.34	.00	1,868.66	6.6%	
350000	531600 SMALL EQUI	30,000	0	30,000	539.96	.00	29,460.04	1.8%	
350000	531700 OTHER SUPP	15,000	-200	14,800	1,024.24	9.00	13,766.76	7.0%	
350000	531700 HAZM OTHER SUPP	12,000	0	12,000	.00	.00	12,000.00	.0%	
350000	531700 SAFET OTHER SUPP	5,000	0	5,000	2,442.50	.00	2,557.50	48.9%	
350000	542500 OTHER EQUI	4,000	0	4,000	1,151.19	.00	2,848.81	28.8%	
TOTAL GENERAL FUND - OPERATING		9,918,365	36,390	9,954,755	2,144,839.33	11,731.94	7,798,183.73	21.7%	
TOTAL EXPENSES		9,918,365	36,390	9,954,755	2,144,839.33	11,731.94	7,798,183.73		



## YEAR-TO-DATE BUDGET REPORT 03/31/2023

FOR 2023 03

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,918,365	36,390	9,954,755	2,144,839.33	11,731.94	7,798,183.73	21.7%

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