



**PUBLIC SAFETY COMMISSION
TUESDAY, JUNE 23, 2020
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

Approval of Minutes

- [1.](#) Canceled Meetings of March & April, 2020 Minutes (COVID-19)
Regular Called Meeting May 26, 2020 Minutes

Alcohol Applications

- [2.](#) (1) 2020 Alcohol Application

Police Department

- [3.](#) Crime/Crash Statistics May 2020
- [4.](#) Financial Statistics May 2020
- [5.](#) Written Directive Review June 2020

Fire Department

- [6.](#) Statistical Report for May, 2020
- [7.](#) Financial Report for May, 2020
- [8.](#) FD-Revised SOP
 1. GP-12 On Duty Injury/Workers' Compensation Procedures
- [9.](#) Roof Replacement-Station One

Adjournment

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES – FOR CANCELED MEETINGS
MAY 26, 2020

In March 2020 the United States experienced a Pandemic of epic proportions of Covid 19. Due to the pandemic, the March and April meetings were cancelled. The meetings resumed in May 2020. The minutes below summarize the reports from the Fire Department and Police Department for those canceled months.

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

ALCOHOL APPLICATION (Informational)

Due to global pandemic / Covid-19, the Mayor & Council approved the application below without the applicant attending a Public Safety Commission meeting. This item is for informational purposes.

- | | |
|--------------------|-------------------------|
| 1. Business Owner: | Second Step, Inc. |
| d/b/a: | Road Runners Carniceria |
| Applicant: | Heta Patel |
| Business Address: | 532 Underwood St. |
| Type: | Package Beer |
| Disposition: | New |

ITEMS FOR REVIEW FOR COVID-19 CANCELED MEETINGS

POLICE DEPARTMENT

Crime and Crash Statistics for February 2020

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of February, 2020. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 10.9% when compared to the same month in 2019. Chief Cason further reported that during the month there were 120 non-private property crashes and stated injury crashes increased from January 2020.

On the motion of Commissioner Walker, second Commissioner Viamonte, 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 2020

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of February, 2020. Chief Cason reported that the department expended 15% of their 2020 budget and are 3 % under budget, and on track for the fiscal year.

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

Crime and Crash Statistics for March 2020

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of March, 2020. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 20.6% when compared to the same month in 2019. Chief Cason further reported that during the month there were 90 non-private property crashes and stated injury crashes increased from February 2020.

On the motion of Commissioner Viamonte, 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.

POLICE DEPARTMENT

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Financial Statistics for March 2020

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of March, 2020. Chief Cason reported that the department expended 22% of their 2020 budget and are 3% under budget, and on track for the fiscal year.

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

FIRE DEPARTMENT

Monthly Statistical Report – February 2020

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

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

Monthly Financial Report – February 2020

Fire Chief Todd Pangle presented the Financial Report for the month of February 2020 to the Commission. Chief Pangle stated the department is 2% under budget for the month and on track for the fiscal year.

On the motion of Commissioner Walker, second Commissioner Mathis, 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

Monthly Statistical Report – March 2020

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

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

Monthly Financial Report – March 2020

Fire Chief Todd Pangle presented the Financial Report for the month of March 2020 to the Commission. Chief Pangle stated the department is 3% under budget for the month and on track for the fiscal year.

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

ADJOURNMENT

There being no further business to come before the Commissioners, the Commission moved to review the items on the regular called May 26, 2020 Agenda.

Bill Weaver, Chairman

ATTEST:

Anthony Walker, Secretary

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
MAY 26, 2020

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

AGENDA AMENDMENT

On the motion of Commissioner Mathis, second Commissioner Walker, the Agenda was amended to add the following items to the agenda.

- Public Commentary – End of Agenda
- Fire Department S.O.P – After Item #10
- Fire Department Accreditation Recommendation – After Item #9

The vote was unanimous in favor.

PERSONNEL MATTERS

1. New Employee Confirmation – Police Department

On the motion of Commissioner Walker, second Commissioner Viamonte, the Commission approved the following personnel as new Dalton Police Officers.

- Nicholas Ryan Hill
- Leslie Allen O’Neal
- Jacqueline Perez

The vote was unanimous in favor.

2. Dalton Police & Fire Department Appreciation to First responders by the Public Safety Commission – Commissioner Luis Viamonte

Commissioner Dr. Luis Viamonte recognized the City of Dalton’s first responders. Commissioner Viamonte highlighted the Dalton Fire Department’s involvement with medical assist calls and the instances where the Fire Department’s first responders arrive first on the premises before the ambulance and denoted the value trained EMTs bring to the community.

Commissioner Viamonte further thanked the Dalton Police Department for providing assistance on 714 medical calls in 2019. Among those, were at least two involving Narcan and 5 others involving officers administering CPR. In addition, Viamonte noted that in 2020 the Police Department was involved in one Narcan resuscitation and another instance when a tourniquet was applied due to arterial bleeding.

The Commissioners thanked the first responders from both Departments for their dedication and selflessness and commended them on their hard work.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of February 25, 2020. On the motion of Commissioner Walker, second Commissioner Mathis, the minutes were approved with a change. Commissioner Walker asked for the correction on Page 3 under the Fire Department’s Financial Report regarding voting / attendance error; requesting that PSC Commissioner Whitworth be removed and replaced with Commissioner Viamonte. A copy of the amended minutes is a part of the folder. The vote was unanimous in favor.

(2) ALCOHOL APPLICATIONS

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

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

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

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

POLICE DEPARTMENT

Crime and Crash Statistics for April 2020

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of April, 2020. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 20.9% when compared to the same month in 2019. Chief Cason further reported that during the month there were 59 non-private property crashes and stated injury crashes decreased from March 2020.

On the motion of Commissioner Walker, second Commissioner Viamonte, 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 April 2020

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of April, 2020. Chief Cason reported that the department expended 28.4% of their 2020 budget and are 4.9% under budget, and on track for the fiscal year.

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

POLICE DEPARTMENT

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Written Directives

Police Chief Cliff Cason presented the following directives for approval:

- 2.8 News Media / Public Information
- 2.16 Form Development, Modification, and Approval
- 2.26 Field Training Officer and Mentoring Programs
- 3.14 Employee Timekeeping, Compensation, and Benefits
- 3.18 Grievance Procedures
- 4.8 Preliminary Investigations
- 4.28 Juvenile Procedures
- 6.1 Emergency Call-Out and Notification
- 6.2 Hazardous Materials Incident Response
- 6.7 Automated Emergency Notification System
- 7.2 Robbery or Burglar Alarm Procedures
- 7.15 Roadblocks
- 7.26 Unmanned Aircraft Systems

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

FIRE DEPARTMENT

Monthly Statistical Report – April 2020

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

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

Monthly Financial Report – April 2020

Fire Chief Todd Pangle presented the Financial Report for the month of April 2020 to the Commission. Chief Pangle stated the department is 4% under budget for the month and on track for the fiscal year.

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

Review Standard Operating Procedure: GP-1

On the motion of Commissioner Mathis, second Commissioner Viamonte, the Commission approved SOP: GP-1 titled “Reinstatement of Certified Employees.” A copy of the policy is a part of the minutes. The vote was unanimous in favor.

Review Standard Operating Procedure: GP-6

On the motion of Commissioner Viamonte, second Commissioner Walker, the Commission approved SOP: GP-6 titled “Vehicle Accident’s Involving DFD vehicles versus public property.” A copy of the policy is a part of the minutes. The vote was unanimous in favor.

FIRE DEPARTMENT

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Capital Purchase

On the motion of Commissioner Walker, second Commissioner Viamonte, the Commission approved the following competitive sealed bids for the following Fire Department.

1. Mid-size SUV #DFD 2020-01
2. Full-size SUV #DFD 2020-02
3. 3/4 Ton Pickup Crew Cab 4x4

A copy of each competitive bid report and the amount is a part of these minutes. The vote was unanimous in favor.

Accreditation Process Recommendation

On the motion of Commissioner Viamonte, second Commissioner Walker, the Commission recommended Fire Chief Todd Pangle to move forward the accreditation process for the Fire Department. Chief Pangle stated the next step would be to apply and assign an accreditation manager and a staff member. Chief Pangle further stated the process would be around 3 years total until completion. The vote was unanimous in favor.

PUBIC COMMENTARY

Mayor & Council Liaison Annalee Harlan extended an invitation to the Public Safety Commission for a special called Mayor & Council Work session on Wednesday 27, 2020 at 12:00 p.m. at the conference room inside Public Work's department. Councilmember Harlan stated the topic of discussion would be a possible new City of Dalton refuse / waste ordinance.

Councilmember Harlan further touched upon various Service Delivery Agreement comments made back in October 2019 with regards to possible efficiency studies being done with regards to the Fire Department's emergency calls.

Fire Chief Pangle summarized to the Commission the vendor being chosen for the study, the ISO rating, and accreditation impact on establishing procedures for service efficiency from the Fire Department as they move forward. Chairman Bill Weaver informed both Councilmember Harlan and Fire Chief Pangle to keep the Commission informed as much as possible and to have the opportunity to be a part of any discussion with regards to the study.

A copy of the full audio commentary recording is a part of the PSC agenda packet. No motion was needed.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Viamonte, the meeting was adjourned at 10:24 a.m.

Bill Weaver, Chairman

ATTEST:

Anthony Walker, Secretary

2020 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY JUNE 23, 2020

M&C MONDAY JULY 6, 2020

(1) 2020 ALCOHOL APPLICATION

- | | |
|--------------------|---------------------------------------|
| 1. Business Owner: | Downtown Dalton Development Authority |
| d/b/a: | Downtown Dalton Development Authority |
| Applicant: | Audrey Batts |
| Business Address: | 305 S. Depot St. |
| Type: | Pouring Beer, Pouring Wine |
| Disposition: | New |

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JUNE 23, 2020**

SUMMARY OF DATA AND CRIME STATISTICS FOR MAY 2020

General

Part 1 crimes have decreased approximately 23.3% when compared to year to date numbers from May 2019. Part 2 crimes also decreased by approximately 13.5% during the same time. Calls for service are 9.4% higher than in 2019. Traffic crashes have decreased by approximately 22.5% when compared to year to date numbers from May 2019.

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2020	2019			2020	2019			2020	2019
	5/20	5/19	YTD	YTD	5/20	5/19	YTD	YTD	5/20	5/19	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	1	0	0	0	0	0
Rape	0	1	4	7	0	0	2	9	0	0	0	0
Robbery	2	0	7	2	0	0	4	1	0	0	4	1
Aggravated Assault	1	11	24	25	1	6	17	23	1	6	16	19
Burglary	5	9	36	44	0	3	2	9	7	2	12	8
Larceny - Theft	50	64	261	364	18	38	88	189	15	32	72	164
Motor Vehicle Theft	2	5	23	21	0	1	6	11	0	0	5	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	60	90	355	463	19	48	120	242	23	40	109	199

Part 2 Offenses	Total
Code Violation	110
Traffic Offenses	59
Battery/Assault - Non-aggravated	40
Destruct/Damage/Vandalize Property	37
Controlled Substance Offenses	35
Disorderly Conduct	33
Trespass of Real Property	33
Warrant Served	24
Forgery/Fraud	23
Public Peace Violations	16

Code violation offenses remained at 110 in May 2020. Traffic offenses nearly tripled from 15 in April to 59 in May 2020. Calls for service increased by approximately 51.5% when compared to 2019. Citations showed an increase of 74% compared to 2019 numbers.

	May 2020	May 2019
Calls for Service	5,130	3,387
Traffic Crashes	94	126
Citations	1,592	913

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
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DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2016-2020

May 2020

	2016	2017	2018	2019	2020	TREND
Part I Crimes YTD	536	523	493	463	355	
Homicides	0	0	0	0	0	
Rape	9	8	2	7	4	
Robbery	10	7	8	2	7	
Aggravated Assault	28	28	18	25	24	
Violent Crime Totals	47	43	28	34	35	
Burglary	72	64	68	44	36	
Larceny-Theft	394	376	365	364	261	
Motor Vehicle Theft	19	38	29	21	23	
Arson	4	2	3	0	0	
Property Crime Totals	489	480	465	429	320	
Violent Crime Clearance	74%	77%	79%	97%	69%	
Property Crime Clearance	35%	39%	36%	49%	30%	
Part I Arrests	167	187	155	199	109	
Citations	6,308	5,278	5,597	5,762	5,186	
Calls for Service	19,159	16,787	17,181	18,936	20,708	
Traffic Crashes	576	598	585	618	479	

Analysis

In the year to date 2020 there have been 355 Part 1 crimes reported versus 463 in 2019 which shows an approximate decrease of 23.3%. There have been two crime categories that have increased YTD 2020: Robbery and Motor Vehicle Theft.

There have been 35 violent crimes reported 2020 YTD compared to 34 reported violent crimes YTD 2019. The increase in aggravated assaults have raised the violent crime totals. Year to date property crimes have shown a decrease of approximately 25.4% when compared to 2019 YTD statistics.

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

**DALTON POLICE DEPARTMENT
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DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
		2020	2019			2020	2019			2020	2019	
	5/20	5/19	YTD	YTD	5/20	5/19	YTD	YTD	5/20	5/19	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	1	0	0	0	0	0
Rape	0	1	4	7	0	0	2	9	0	0	0	0
Robbery	2	0	7	2	0	0	4	1	0	0	4	1
Aggravated Assault	1	11	24	25	1	6	17	23	1	6	16	19
Burglary	5	9	36	44	0	3	2	9	7	2	12	8
Larceny - Theft	50	64	261	364	18	38	88	189	15	32	72	164
Motor Vehicle Theft	2	5	23	21	0	1	6	11	0	0	5	7
Arson	0	0	0	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	60	90	355	463	19	48	120	242	23	40	109	199
Part II Offenses												
Other Assaults - not agg.	40	50	179	193	29	37	117	144	24	32	104	116
Forgery/Counterfeiting	5	12	22	57	0	2	8	22	0	1	3	19
Fraud	18	17	80	118	6	5	19	39	4	4	14	35
Embezzlement	0	1	0	4	0	0	1	4	0	0	1	1
Stolen Property	3	3	10	11	1	2	15	7	1	2	15	7
Vandalism	37	33	120	167	14	15	38	56	13	13	36	44
Weapons Violations	9	3	20	23	6	0	23	20	6	0	23	11
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	4	4	16	25	1	1	10	10	0	1	5	3
Drug Sales	2	9	22	39	2	13	39	64	2	13	34	63
Drug Possession	25	30	102	243	15	35	83	286	15	35	78	284
Gambling	0	0	0	1	0	0	0	0	0	0	0	0
Offenses Against Family/Children	4	10	27	26	2	6	19	17	2	6	18	16
Liquor Violations	6	8	21	35	6	6	14	26	6	5	13	25
Drunkenness	18	21	47	56	17	19	48	53	17	19	48	53
Other Disorderly Conduct	33	21	110	128	25	17	65	83	24	16	64	75
Curfew Violations	0	2	5	11	0	3	3	20	0	3	2	20
All Other Offenses	295	234	1186	1371	210	165	697	1105	205	157	677	1079
DUI	15	16	55	77	15	16	57	78	15	16	57	78
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	514	474	2022	2585	349	342	1256	2034	334	323	1192	1929
PART I AND II TOTAL	574	564	2377	3048	368	390	1376	2276	357	363	1301	2128
Crashes			2020	2019	Enforcement						2020	2019
	5/20	5/19	YTD	YTD					5/20	5/19	YTD	YTD
Public Roadway	94	126	479	618	Citations				961	564	2,947	3,438
					Warnings				631	349	2,239	2,321
911 Calls	5,130	3,387	20,708	18,936	Totals				1,592	913	5,186	5,766

Summary of Significant Events for May 2020

20-002962	Weapons Offense	301 Robinwood Dr
<p>Officers responded to a report of damaged property as a result of a drive by shooting. Upon arrival it was determined the event occurred at approximately 6 AM, but the report was not made until after 5 PM. The home owners were able to provide a video from the home security system. The video showed a passenger car travel north and then one shot could be heard. A shell casing was located in the roadway near where the vehicle was when the shot was fired. The case is currently under investigation.</p>		

20-002520	Burglary	1349 W Walnut Ave
<p>At approximately 3 AM, two individuals threw a concrete planter through the front door glass of the Pet Land store on W Walnut Ave, entered the store taking two cash register draws, a safe, possibly 3 puppies, and an undisclosed amount of cash. Officers responded to the scene, met with the owner of the store, who was already present, and cleared the store. Video surveillance showed the individuals drive to the back of the store, enter the front on foot, and then leave the store by exiting the back door. Detectives were called and responded to the scene to work the case. The alarm company did not call the police but instead contacted the owner who then contacted the police. The case is still under investigation.</p>		

20-002522	Open Door/ Burglary	528 McGhee Dr
<p>The complainant reported an open door at Unkut Productions barbershop. The responsible party responded and found that someone had damaged and removed the camera system and had also damaged property inside the business. Several other items were damaged and other items were stolen. There was no evidence that could be processed and there were no suspects. The case is currently active.</p>		

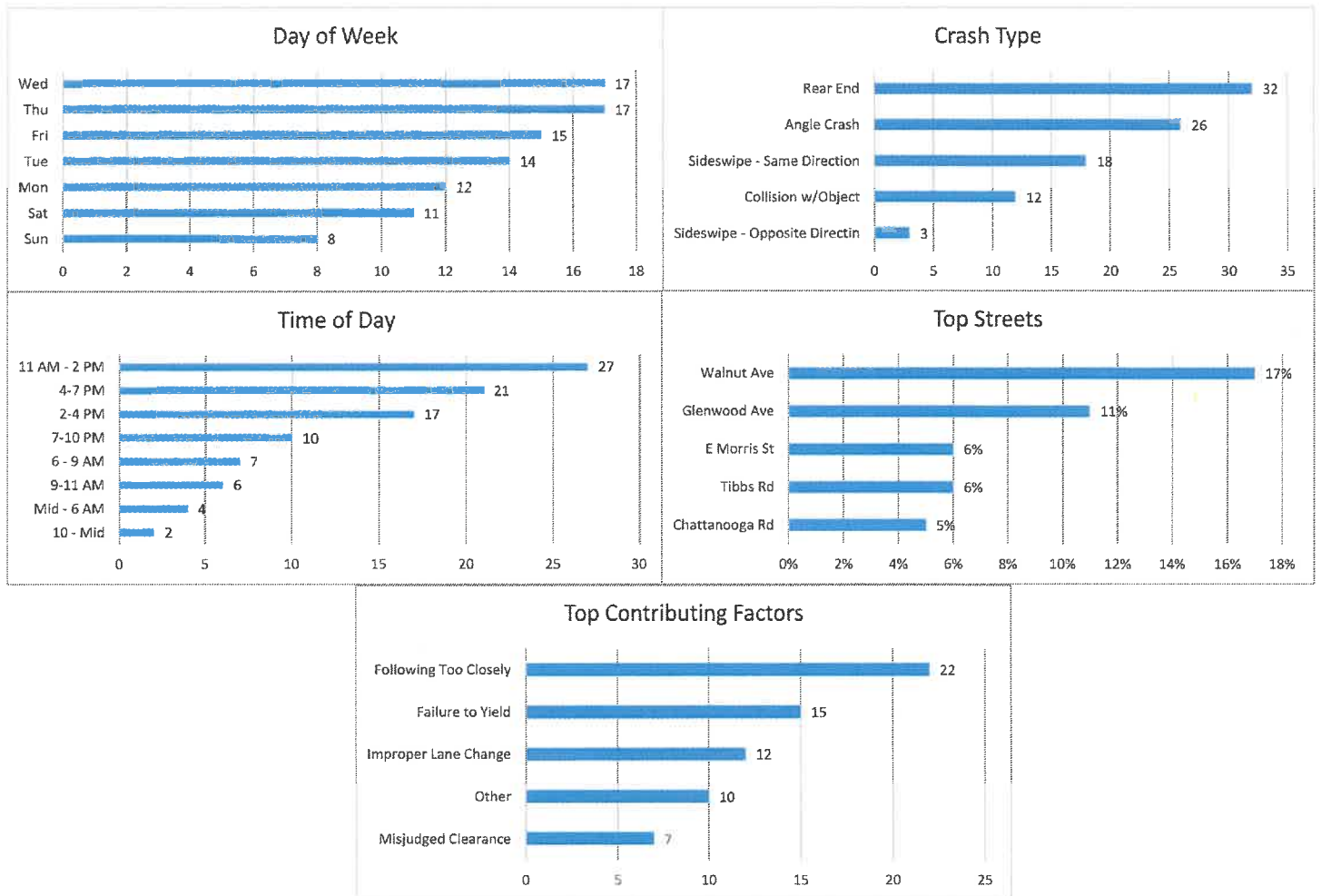
20-002859 Entering Auto 1615 Environs Ln

A male and female were captured on video entering vehicles and equipment trailers at the business. The suspects stole approximately \$2500 worth of tools from the trailers and vehicles. The suspects were identified and several of the stolen tools were recovered. The same suspects were responsible for multiple other crimes in the area including a stolen vehicle and a shoplifting. Warrants were obtained for the suspects.

DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING JUNE 23, 2020

May 2020 Crash Statistics

In May 2020 there were 94 non-private property crashes reported. Injuries and injury crashes increased from April 2020. Rear end and angle crashes were the most prevalent during May 2020. Failure to yield was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave had the highest number of crashes in May 2020. E Morris St had the highest number of injuries during May 2020.



94 Crashes Reported in May 2020

- There were 35 more crashes in May 2020 than in April 2020.
 - 20 crashes reported in which injuries occurred.
 - That is one injury crash for every 4.7 crashes reported.
 - Multiple injuries were reported in 8 crashes.

**DALTON POLICE DEPARTMENT
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- Total Injuries Reported
 - 34 injuries were reported.
 - 2 serious injuries were reported.

Top 5 Streets

- Walnut Avenue
 - 16 Total Crashes
 - 17.0 % of Total Crashes
 - 17.6 % of Injuries Reported (6 Injuries Reported on the Roadway)

- Glenwood Ave
 - 10 Total Crashes
 - 10.6 % of Total Crashes
 - 23.5 % of Injuries Reported (8 Injuries Reported on this Roadway)

- E Morris St
 - 6 Total Crashes
 - 6.4 % of Total Crashes
 - 26.5 % of Injuries Reported (9 Injuries Reported on this Roadway)

- Tibbs Rd
 - 6 Total Crashes
 - 6.4 % of Total Crashes
 - 0 % of Injuries Reported (0 Injuries Reported on the Roadway)

- Chattanooga Rd/North Bypass
 - 5 Total Crashes
 - 5.3 % of Total Crashes
 - 8.8 % of Injuries Reported (3 Injuries Reported on the Roadway)

Crashes Involving DUI

- 3 Reported Crash involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 4 Crashes Reported with Distracted or Inattentive Driver

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

- 22 Crashes Reported involving Following Too Closely

Crashes by Type

- Rear End 32 / 34.04%
- Angle Crash 26 / 27.66%
- Sideswipe – Same Direction 18 / 19.15%
- Collision with an Object 12 / 12.77%
- Sideswipe – Opposite Direction 3 / 3.19%

Days of the Week

- 12 crashes occurred on Mondays
- 14 crashes occurred on Tuesdays
- 17 crashes occurred on Wednesdays
- 17 crashes occurred on Thursdays
- 15 crashes occurred on Fridays
- 11 crashes occurred on Saturdays
- 8 crashes occurred on Sundays

Time of Day

- 0000- 0559-4
- 0600-0859-7
- 0900-1059-6
- 1100-1359-27
- 1400-1559-17
- 1600-1859-21
- 1900-2159-10
- 2200-2359-2

Top Contributing Factors

- Following Too Closely: 22 (23.40 % of all crashes)
- Failure to Yield: 15 (15.95 % of all crashes)
- Improper Lane Change: 12 (12.77 % of all crashes)
- Other: 10 (10.64 % of all crashes)
- Misjudge Clearance: 7 (7.45 % of all crashes)

DALTON POLICE DEPARTMENT
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Based on the crash data from April 2020, Selective Enforcement Details were conducted in the following areas in May 2020:

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

There were 42 total Enforcement Details conducted in May 2020, resulting in 335 total violations being identified.

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

- **Glenwood Ave**
- **E Morris St**
- **Walnut Ave**

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JUNE 23, 2020

SUMMARY OF THE FINANCIAL STATISTICS FOR MAY, 2020

The police department budget is on track for FY 2020, and we have expended approximately 40% of our 2020 budget at 43% of the way through the budget cycle. We are currently approximately 3% under budget for the year.

The City Council has made some adjustments in pay in response to the current COVID-19 situation. We are tracking additional salary expenses associated with the change and will be able to report on budget impact as time goes on. We will work with the finance department to make any needed budget amendments necessary to meet the needs associated with the changes. In addition to salary lines, a few of our operating lines have seen some impact from the situation and we will work with the finance department to make needed adjustments to those lines as well.

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
141501 PD ADMINISTRATION							
141501 000010 SALARIES-REGULAR	351,000	0	351,000	157,204.26	.00	193,795.74	44.8%
141501 000011 SALARIES OVERTIME	1,290	0	1,290	697.49	.00	592.51	54.1%
141501 000016 SALARY - BONUS	0	0	0	1,158.14	.00	-1,158.14	100.0%
141501 000020 FICA	27,625	0	27,625	12,764.42	.00	14,860.58	46.2%
141501 000030 PENSION	4,170	0	4,170	1,398.46	.00	2,771.54	33.5%
141501 000032 PENSION - DB PLAN	226,000	0	226,000	80,079.17	.00	145,920.83	35.4%
141501 000040 HOSPITALIZATION I	31,635	0	31,635	18,529.50	.00	13,105.50	58.6%
141501 000045 EE LIFE & DISABIL	2,100	0	2,100	1,776.54	.00	323.46	84.6%
141501 000050 GENERAL INSURANCE	106,105	0	106,105	109,705.00	.00	.00	100.0%
141501 000060 WORKER COMPENSATI	10,415	3,600	14,015	4,339.56	.00	6,075.44	41.7%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	36.93	.00	4,963.07	1.7%
141501 000110 TELEPHONE	45,000	0	45,000	16,607.97	.00	28,392.03	63.6%
141501 000120 TRAINING EXPENSES	15,000	0	15,000	1,615.30	.00	13,384.70	10.8%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	60.00	.00	1,940.00	3.0%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	2,057.05	.00	6,942.95	22.9%
141501 000150 PRINTING	4,000	0	4,000	1,665.98	.00	2,334.02	41.6%
141501 000160 POSTAGE	3,500	0	3,500	382.39	.00	3,117.61	10.9%
141501 000360 LEGAL FEES	15,000	0	15,000	2,650.68	.00	12,349.32	17.7%
141501 000410 GAS & OIL	5,800	0	5,800	1,092.38	.00	4,707.62	18.8%
141501 000440 SUPPLIES	800	0	800	190.53	.00	594.48	25.7%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	217.25	.00	1,543.25	14.3%
141501 000455 CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%
141501 001010 OFFICE SUPPLIES	2,000	0	2,000	649.48	.00	1,214.18	39.3%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	106,978.27	.00	50,061.73	68.1%
141501 001300 MEALS	2,000	0	2,000	1,928.99	.00	71.01	96.4%
141501 001410 DUES/FEES/SUBSCRI	3,500	0	3,500	3,015.96	.00	484.04	86.2%
141501 001665 RADIO SUBSCRIBER	25,000	-1,800	23,200	23,155.20	.00	44.80	99.8%
141501 001990 MISCELLANEOUS	2,000	0	2,000	-18.84	.00	2,018.84	-.9%
141501 003226 CUSTODY OF PRISIO	120,000	-1,800	118,200	28,689.52	.00	89,510.48	24.3%
TOTAL PD ADMINISTRATION	1,180,580	0	1,180,580	578,627.58	2,775.17	599,177.25	49.2%

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141503 PD PATROL

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 000010 SALARIES-REGULAR	3,377,600	0	3,377,600	1,387,289.70	.00	1,990,310.30	41.1%
141503 000011 SALARIES OVERTIME	101,000	0	101,000	20,626.24	.00	80,373.76	20.4%
141503 000020 FICA	270,065	0	270,065	111,932.94	.00	158,132.06	41.4%
141503 000030 PENSION	154,620	0	154,620	52,532.91	.00	102,087.09	34.0%
141503 000032 PENSION - DB PLAN	436,550	0	436,550	145,430.27	.00	291,119.73	33.3%
141503 000040 HOSPITALIZATION I	515,705	0	515,705	223,263.98	.00	292,441.02	43.3%
141503 000045 ER LIFE & DISABIL	20,300	0	20,300	9,044.27	.00	11,255.73	44.6%
141503 000060 WORKER COMPENSATI	95,900	0	95,900	39,958.31	.00	55,941.69	41.7%
141503 000120 TRAINING EXPENSES	114,000	-10,000	104,000	21,365.98	175.00	82,459.02	20.7%
141503 000130 VEHICLE EXPENSES	12,650	10,000	22,650	21,184.90	306.09	1,159.01	94.9%
141503 000130 SHOP VEHICLE EXP -	115,050	0	115,050	18,250.51	.00	96,799.49	15.9%
141503 000400 EQUIPMENT MAINT &	12,500	0	12,500	1,259.72	180.00	11,060.28	11.5%
141503 000410 GAS & OIL	173,990	0	173,990	49,881.07	.00	124,108.93	28.7%
141503 000440 SUPPLIES	5,500	0	5,500	873.25	.00	4,626.75	15.9%
141503 000450 CLEANING ALLOWANC	10,000	0	10,000	2,682.50	478.75	6,838.75	31.6%
141503 000460 UNIFORMS	64,000	0	64,000	5,629.47	.00	58,370.53	8.8%
141503 001010 OFFICE SUPPLIES	3,000	0	3,000	497.50	.00	2,502.50	16.6%
141503 001300 MEALS	2,000	0	2,000	57.41	.00	1,942.59	2.9%
141503 001410 DUES/FEES/SUBSCRI	3,750	0	3,750	321.00	.00	3,429.00	8.6%
141503 001660 COMMUNICATION EQU	2,500	0	2,500	.00	.00	2,500.00	.0%
141503 001990 MISCELLANEOUS	5,000	0	5,000	407.35	.00	4,592.65	8.1%
141503 039980 CAPITAL OUTLAY <	29,400	0	29,400	11,390.00	101.96	17,908.04	39.1%
TOTAL PD PATROL	5,525,080	0	5,525,080	2,123,879.28	1,241.80	3,399,958.92	38.5%

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141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	823,000	0	823,000	347,071.89	.00	475,928.11	42.2%
141504 000011 SALARIES OVERTIME	38,300	0	38,300	7,937.47	.00	30,362.53	20.7%
141504 000020 FICA	67,085	0	67,085	28,070.27	.00	39,014.73	41.8%
141504 000030 PENSION	23,900	0	23,900	9,554.44	.00	14,345.56	40.0%
141504 000032 PENSION - DB PLAN	331,570	0	331,570	112,225.73	.00	219,344.27	33.8%
141504 000040 HOSPITALIZATION I	86,245	0	86,245	57,769.00	.00	28,476.00	67.0%
141504 000045 EE LIFE & DISABIL	5,050	0	5,050	2,212.77	.00	2,837.23	43.8%
141504 000060 WORKER COMPENSATI	22,570	0	22,570	9,404.19	.00	13,165.81	41.7%
141504 000120 TRAINING EXPENSES	30,000	0	30,000	13,258.78	.00	16,741.22	44.2%
141504 000130 VEHICLE EXPENSES	7,000	1,020	8,020	1,678.44	1,157.81	5,183.75	35.4%
141504 000400 EQUIPMENT MAINT &	1,500	0	1,500	142.63	180.00	1,177.37	21.5%
141504 000410 GAS & OIL	19,390	0	19,390	5,378.02	.00	14,011.98	27.7%
141504 000440 SUPPLIES	3,000	0	3,000	629.70	.00	2,370.30	21.0%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	554.00	121.00	3,325.00	16.9%
141504 000455 CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	55.52	.00	3,944.48	1.4%
141504 001300 MEALS	700	0	700	.00	.00	700.00	.0%
141504 001410 DUES/FEES/SUBSCRI	4,500	0	4,500	1,008.00	.00	3,492.00	22.4%
141504 001650 PURCHASE EVIDENCE	30,000	0	30,000	.00	.00	30,000.00	.0%
141504 001660 COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990 MISCELLANEOUS	5,000	0	5,000	187.00	.00	4,813.00	3.7%
141504 019980 CAPITAL OUTLAY <	5,000	0	5,000	4,786.21	.00	213.79	95.7%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,522,310	1,020	1,523,330	601,924.06	1,458.81	919,947.13	39.6%

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141507 PD SUPPORT SERVICES

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	537,380	0	537,380	246,738.01	.00	290,641.99	45.9%
141507 000011 SALARIES OVERTIME	7,680	0	7,680	1,430.76	.00	6,249.24	18.6%
141507 000012 SALARIES-PART TIM	22,005	0	22,005	3,543.45	.00	18,461.55	16.1%
141507 000020 FICA	44,175	0	44,175	19,796.56	.00	24,378.44	44.8%
141507 000030 PENSION	17,580	0	17,580	5,128.73	.00	12,451.27	29.2%
141507 000032 PENSION - DB PLAN	171,950	0	171,950	47,440.60	.00	124,509.40	27.6%
141507 000040 HOSPITALIZATION I	67,205	0	67,205	34,710.52	.00	32,494.48	51.6%
141507 000045 EE LIFE & DISABIL	3,200	0	3,200	1,379.91	.00	1,820.09	43.1%
141507 000060 WORKER COMPENSATI	15,775	0	15,775	6,572.94	.00	9,202.06	41.7%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	18,816.07	.00	23,183.93	44.8%
141507 000130 VEHICLE EXPENSES	2,000	1,145	3,145	1,502.48	.00	1,642.52	47.8%
141507 000330 UTILITIES	48,000	0	48,000	17,667.60	.00	30,332.40	36.8%
141507 000410 GAS & OIL	7,300	0	7,300	1,763.58	.00	5,536.42	24.2%
141507 000440 SUPPLIES	3,000	0	3,000	507.15	.00	2,492.85	16.9%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	504.00	52.00	1,844.00	23.2%
141507 000455 CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
141507 000460 UNIFORMS	4,000	0	4,000	284.89	.00	3,715.11	7.1%
141507 001010 OFFICE SUPPLIES	3,200	0	3,200	1,464.26	440.79	1,294.95	59.5%
141507 001300 MEALS	500	0	500	.00	.00	500.00	.0%
141507 001410 DUES/FEES/SUBSCRI	2,100	0	2,100	165.00	.00	1,935.00	7.9%
141507 001415 CREDIT CARD & BAN	600	0	600	185.24	.00	414.76	30.9%
141507 001610 APPLICANT TESTING	7,500	0	7,500	136.50	.00	7,363.50	1.8%
141507 001880 COMMUNITY SERVICE	12,500	0	12,500	2,836.61	.00	9,663.39	22.7%
141507 001880 15048 COM SCVS - D	0	0	0	5,724.75	.00	-5,724.75	100.0%
141507 001990 MISCELLANEOUS	1,500	0	1,500	539.00	70.00	891.00	40.6%
141507 084725 BUILDING/GROUNDS M	109,145	-1,145	108,000	17,978.65	3,337.00	86,684.35	19.7%
TOTAL PD SUPPORT SERVICES	1,133,295	0	1,133,295	436,817.26	3,899.79	692,577.95	38.9%
TOTAL GENERAL FUND - OPERATING	9,361,265	1,020	9,362,285	3,741,248.18	9,375.57	5,611,661.25	40.1%
TOTAL EXPENSES	9,361,265	1,020	9,362,285	3,741,248.18	9,375.57	5,611,661.25	
GRAND TOTAL	9,361,265	1,020	9,362,285	3,741,248.18	9,375.57	5,611,661.25	40.1%

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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMIS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
210001 361100 JUSTI INTEREST JUS	-30	0	-30	.00	.00	-30.00	.0%
210001 361100 STATE INTEREST EAR	-600	0	-600	-290.64	.00	-309.36	48.4%
210001 361100 TREAS INTEREST TRE	-30	0	-30	-83.54	.00	53.54	278.5%
210001 392100 STATE PROCEEDS FRO	-10,000	0	-10,000	.00	.00	-10,000.00	.0%
TOTAL REVENUES	-110,660	0	-110,660	-374.18	.00	-110,285.82	.3%



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	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	.00	.00	18,000.00	.0%
210415 000370 STATE COURT COSTS	12,500	0	12,500	1,045.60	.00	11,454.40	8.4%
210415 001990 JUSTI MISCELLANEOU	12,200	0	12,200	.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	578.00	.00	5,572.00	9.4%
210415 001990 TREAS MISCELLANEOU	400	0	400	.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	7,415.36	.00	18,964.64	28.1%
210415 021910 TREAS COMMUNICATIO	100	0	100	.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	37,000	0	37,000	.00	.00	37,000.00	.0%
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300	.00	.00	2,300.00	.0%
TOTAL EXPENDITURES	106,730	0	106,730	9,038.96	.00	97,691.04	8.5%
TOTAL CONFISCATED ASSETS	-3,930	0	-3,930	8,664.78	.00	-12,594.78	-220.5%
TOTAL REVENUES	-110,660	0	-110,660	-374.18	.00	-110,285.82	
TOTAL EXPENSES	106,730	0	106,730	9,038.96	.00	97,691.04	
GRAND TOTAL	-3,930	0	-3,930	8,664.78	.00	-12,594.78	-220.5%

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 000350 610 FACILITY REPAIR	0	19,030	19,030	19,030.00	.00	.00	100.0%
370005 001020 445 COMPUTER SOFTW	60,000	0	60,000	.00	.00	60,000.00	.0%
370005 039980 445 CAPITAL OUTLAY	0	0	0	1,418.79	.00	-1,418.79	100.0%
370005 039990 414 CAPITAL OUTLAY	295,000	0	295,000	.00	109,708.00	185,292.00	37.2%
370005 039990 415 CAPITAL OUTLAY	369,450	17,135	386,585	7,667.08	229,530.00	149,387.92	61.4%
370005 039990 420 CAPITAL OUTLAY	293,000	266,270	559,270	237,195.00	268,780.24	53,294.76	90.5%
370005 039990 610 CAPITAL OUTLAY	175,000	-19,030	155,970	6,525.00	54,546.00	94,899.00	39.2%
370005 521210 610 CONTRACT SERVI	0	359,705	359,705	359,702.49	.00	2.51	100.0%
TOTAL EXPENDITURES	1,192,450	643,110	1,835,560	631,538.36	662,564.24	541,457.40	70.5%
TOTAL CAPITAL ACQUISITION FUND	1,192,450	643,110	1,835,560	631,538.36	662,564.24	541,457.40	70.5%
TOTAL EXPENSES	1,192,450	643,110	1,835,560	631,538.36	662,564.24	541,457.40	
GRAND TOTAL	1,192,450	643,110	1,835,560	631,538.36	662,564.24	541,457.40	70.5%

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STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					98,123.31
1/29/2020	PO 21019064	Verizon - Nov 10 - Dec 9 Cell Phones		1,830.25	96,293.06
1/31/2020		Interest Credit	62.39		96,355.45
2/26/2020	PO 21019065	Verizon - Dec 10 - Jan 09 Cell Phones		1,688.83	94,666.62
2/26/2020	PO 21020001	Verizon - Jan 10 - Feb 09 Cell Phones		1,738.83	92,927.79
2/26/2020	19-002128	GOVDEALS - Seized F150 Sold	2,500.00		95,427.79
2/26/2020	19-002128	GOVDEALS - Seized Tires & Wheels Sold	205.00		95,632.79
2/26/2020		GOVDEALS FEES For Items Sold 19-002128, 18-003999, 18-007116		358.57	95,274.22
2/28/2020		Interest Credit	55.37		95,329.59
3/10/2020	PO 21020002	DA's Office - Jones Seizure Court Costs		881.60	94,447.99
3/10/2020	PO 21020003	Clerk of Court - Jones Seizure Court Costs		82.00	94,365.99
3/18/2020	PO 21020004	Elite Wrecker - Tow Seized Infiniti; 20-000497		100.00	94,265.99
3/18/2020	PO 21020005	Whalley's Towing - Tow 4 Seized Vehicles; 20-001409		460.00	93,805.99
3/27/2020	PO 21020006	Verizon - Feb 10 - Mar 09 Cell Phones		1,738.83	92,067.16
3/31/2020		Interest Credit	61.91		92,129.07
4/30/2020		Interest Credit	56.79		92,185.86
5/8/2020	PO21020007	Petty Cash Reimb - Title Seized 2006 Lancer; 19-006839		18.00	92,167.86
5/8/2020	PO21020008	Verizon - Mar 10 - Apr 09 Cell Phones		1,649.18	90,518.68
5/29/2020		Interest Credit	54.18		90,572.86

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

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	369097 COPIES/ CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 369099:						334000 S. S. TASK FORCE OVERTIME ***	342101 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT	
		Records Unit	GEARS Reports			PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*	GRANT REIM. **	GRANT NAME					I. I. TASK FORCE OVERTIME
CUM TOTALS	1,650.00	2,990.00	2,245.00	4,950.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	13,700.26	
MAY																
5/4/2020		30.00													30.00	
5/11/2020		30.00													30.00	
5/12/2020		60.00													60.00	
5/14/2020		45.00													45.00	
5/15/2020		45.00													45.00	
5/18/2020		15.00													15.00	
5/20/2020		30.00													30.00	
5/22/2020		45.00													45.00	
5/26/2020		15.00													15.00	
5/27/2020		15.00													15.00	
5/29/2020		15.00													15.00	
MAY TOTALS	0.00	345.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	345.00	
CUM TOTALS	1,650.00	3,335.00	2,245.00	4,950.00	0.00	0.00	525.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	14,045.26	
JUSTICE - Federal Forfeiture Funds:						GOV DEALS SALE OF ASSETS VEHICLES			NONE			GOV DEALS SALE OF ASSETS PHONES/OTHER			NONE	
TREASURY - Federal Forfeiture Funds:						27,155.16										
State Drug Seizure Funds:						90,572.86										

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					27,071.62
1/31/2020		Interest Credit	17.24		27,088.86
2/28/2020		Interest Credit	15.59		27,104.45
3/31/2020		Interest Credit	17.82		27,122.27
4/30/2020		Interest Credit	16.72		27,138.99
5/29/2020		Interest Credit	16.17		27,155.16

**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					0.48
1/31/2019		Balance			0.48
2/28/2020		Balance			0.48
3/31/2020		Balance			0.48
4/30/2020		Balance			0.48
5/29/2020		Balance			0.48

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: June 23, 2020
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
4.16		<u>Vehicle Pursuit</u>
	1	Updated Revision and Re-evaluation dates
		Section II – Rewording
	2	Section III – Rewording
		Section IV – Rewording
	3	Section V – Rewording
	4	Section VI – Rewording
		Section VII – Rewording
	5	Section VIII – Rewording
		Section IX – Rewording
	6	Section X – Rewording
		Section XI – Rewording
	7	Section XII – Rewording
		Section XIII – New Section on training
4.23		<u>Response to Developmental Disabilities and Mental Health Disorders</u>
	1	Updated the name of the policy
		Updated Revision and Re-evaluation dates
		Section I – Rewording
		Section II – Rewording – Changed all references to “Mental Illness” to “Mental Health Disorder” throughout the policy
		Section III – Renamed title of section
		(A) – Rewording, removed sub-section heading
	2	(B) – Rewording, removed sub-section headings
	3-4	(C) – Rewording, removed sub-section headings
	5	(D) – Rewording, removed sub-section heading
		(E) – New sub-section lettering
		(F) – Rewording, re-lettered sub-section
	6	Section IV – Renamed title of section
		(A) – Rewording
		(B) – Rewording, removed sub-section headings
	7-11	(C) – Rewording
	11	(D) – Rewording, removed sub-section heading
		(E) – Rewording, removed sub-section heading
		(F) – Rewording, removed sub-section heading
		(G) – Rewording, removed sub-section heading
		Section V – Rewording

7.10**Lineups and Pretrial Identifications**

- 1 Updated Revision and Re-evaluation dates
- Section II – Rewording
- 1-2 Section III – Rewording
- 3 Section IV – Rewording, added item 11 as a new item
- 4 Section V (A) – Rewording
- 4-5 (B) Rewording, added item 15 as a new item

7.21**Victim / Witness Assistance**

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section II (A) – Rewording
 - (B) – Rewording, added item 6 as a new item
- 2 (C) – Rewording
- (D) – New sub-section
- Section III – Rewording, added new lettering and numbering
- 3 Section IV – Rewording, added new lettering and re-lettering
- Section V – Rewording, added new lettering
- 4 Section VI – Rewording, added new lettering, added new sub-section B

7.24**Body Worn Cameras**

- 1 Updated Revision and Re-evaluation dates
- Section I – Rewording
- Section III (A) – Rewording
 - (B) – Rewording
- 2-3 (C) – Rewording, added item 8 as a new item, re-numbered items
- 3 (D) – Rewording
- Section IV – Rewording, added new lettering
- 4 Section V – Rewording

DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO88-4.16
Subject Vehicle Pursuit			
Reference CALEA Standards – 41.2.2, 41.2.3		Revised April 24, 2018 June 23, 2020	
Distribution All Personnel	Re-evaluation Date May 2020 June 2022		No. Pages 9

I. Policy

It is the policy of the Dalton Police Department that vehicle pursuits are critical incidents. The manner in which they are undertaken, performed, monitored, terminated, and supervised is strictly regulated. This Department only conducts vehicle pursuits utilizing authorized emergency vehicles when the Officer has articulable suspicion that the suspect has committed, is committing, or is about to commit a potentially serious violent crime.

II. Definitions

- A. *Authorized emergency vehicle* – A vehicle of this ~~agency~~ **Department** equipped with operable emergency equipment as designated by state law, including a siren and emergency signaling lights.
- B. *Primary unit* – The police unit that initiates a pursuit or any unit that assumes control of the pursuit.
- C. *Secondary unit* – Any police ~~vehicle~~ **unit** that becomes involved as a backup to the primary unit and follows the primary unit at a safe distance.
- D. *Serious violent crime* – A criminal act ~~which~~ **that** involves force or the threat of force which may cause serious harm, injury, or death. Examples of serious violent crimes are murder, aggravated assault, rape, armed robbery, and kidnapping.
- E. *Vehicle Pursuit* – An active effort by **an** Officer(s) ~~in~~ **operating** an authorized emergency vehicle to apprehend **a** fleeing suspect(s) who attempts to elude ~~the police~~ **law enforcement** through evasive action. If a vehicle does not stop for an Officer's activated emergency equipment and does not take evasive action, ~~this~~ **it** is not considered a **vehicle** pursuit, and the Officer(s) may continue to follow and attempt the vehicle stop as long as the conditions are low or moderate risk.
- F. *Low Risk* – No vehicles on the roadway other than the suspect vehicle, ~~and~~ **no** pedestrians, and safe environmental conditions.
- G. *Moderate Risk* – Light, low density traffic on the roadway and a low volume of pedestrian traffic with safe environmental conditions.

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- H. *High Risk* – The traffic level is at a high density, such as during rush hour, ~~or you are in~~ an area with a high volume of pedestrian traffic, such as a school zone, a residential area, hazardous environmental conditions, or any attempted vehicle stop which involves evasive action.
- I. *Evasive action* – When a driver makes an intentional maneuver(s) to avoid apprehension through actions, such as, but not limited to, increasing speed, abrupt turns, turning off vehicle lights, or violating traffic control devices, such as traffic lights, stop signs, or lane markings.

III. **Discussion**

Vehicle pursuits of fleeing suspects can present an unacceptable danger to the lives of the public, Officers, and suspects involved in the pursuit. Just as important is the possibility of unintended damage or injury to members of the public who are not involved in the pursuit. Considering the ~~Dalton Police~~ Department's commitment to protecting the general public and specifically protecting innocent life, vehicle pursuits ~~will~~ shall be conducted only under the guidelines of this policy. Wise and prudent Officers terminate pursuits rather than unreasonably risk a threat to human life.

IV. **Procedures**

- A. The decision to initiate a vehicle pursuit ~~will~~ shall be based on:
 - 1. The Officer's actual knowledge or articulable suspicion that a potentially serious violent crime has just occurred, is occurring, or is about to occur
 - 2. The Officer's conclusion that the immediate danger to the public ~~or~~ and the Officer created by the pursuit is less than the immediate or potential danger to the public should the suspect remain at large; ~~and~~
 - 3. The suspect's exhibited intention to avoid apprehension by using evasive action
- B. In deciding whether to continue a pursuit, Officers ~~must~~ shall consider:
 - 1. Road, ~~speed~~, weather, and environmental conditions and vehicle speeds
 - 2. Population density, ~~vehicle~~ roadway congestion, and pedestrian traffic
 - 3. Relative performance capabilities of the ~~pursuit~~ pursuing vehicle and the vehicle being pursued
 - 4. Presence of other persons in the ~~police~~ pursuing vehicle and the vehicle being pursued, such as occupants who are not involved in any crime
 - 5. Skill, training, and experience of the pursuing Officer; ~~and~~
 - 6. Alternative means and opportunity of apprehending the suspect
- C. Unmarked ~~police~~ Department vehicles equipped with blue emergency signaling

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lights and a siren may engage in pursuit driving if the fleeing vehicle presents an immediate threat to life. Unmarked vehicles ~~will~~ shall withdraw from active pursuit when a marked vehicle engages the pursuit, unless the controlling Supervisor approves the unit's continuation in the pursuit.

- D. Unmarked vehicles that are not equipped with blue emergency signaling lights and a siren ~~may~~ shall not engage in a vehicle pursuit.
- E. Unless exigent circumstances exist and supervisory approval is gained, Officers shall not engage in vehicle pursuits while civilian ride-alongs are in the police vehicle.

V. **Pursuit Officer Responsibilities**

- A. The pursuing Officer(s) ~~will~~ shall activate appropriate vehicle warning equipment, including an audible siren and emergency signaling lights.
- B. The initiating Officer ~~will~~ shall notify the ~~communications~~ Whitfield County 911 Center by radio ~~(dispatch)~~ and advise that a vehicle pursuit is underway. The Officer ~~will~~ shall provide ~~communications~~ the dispatcher with the following information:
 - 1. Unit identification
 - 2. Initial offense and reason for the stop
 - 3. Location, speed, and direction of travel of the fleeing vehicle
 - 4. Description and license plate number, if known, of the fleeing vehicle
 - 5. Number of occupants in the fleeing vehicle and descriptions, when possible; ~~and~~
 - 6. Reasons supporting the decision to pursue
- C. Failure to provide this information to ~~communications~~ the dispatcher may result in an immediate decision by a Supervisor to order ~~pursuit~~ the termination of the pursuit.
- D. Officers ~~will~~ shall keep ~~communications~~ the Whitfield County 911 Center updated on the progress of the pursuit.
- E. All emergency vehicle operations ~~will~~ shall conform to all traffic laws and regulations.
- F. Officers ~~will~~ shall not drive with reckless disregard for the safety and welfare of others.
- G. Unless otherwise directed by a Supervisor, vehicle pursuits ~~will~~ shall be limited to no more than two (2) emergency vehicles; a primary and a secondary (back-up) unit. All other personnel ~~will~~ shall stay clear of the pursuit, unless instructed to

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participate by the controlling Supervisor.

- H. Any primary or ~~back-up~~ secondary unit sustaining damage or failure of essential vehicle or emergency equipment during a vehicle pursuit ~~will~~ shall discontinue the pursuit. The withdrawing unit ~~will~~ shall notify ~~communications~~ the dispatcher and the controlling Supervisor, who shall assign another unit to the pursuit, if necessary. ~~so that another unit may be assigned to the pursuit.~~

VI. **Secondary Unit's Responsibilities**

- A. The secondary unit ~~will~~ shall take over as the primary unit if the primary unit sustains damage or failure of essential equipment during the pursuit.
- B. The secondary unit ~~will~~ shall assume control of communications with the Whitfield County 911 Center.
- C. The secondary unit ~~will~~ shall follow all guidelines of this policy during the pursuit.
- D. The secondary unit may terminate the pursuit at any time.
- E. The secondary unit or other back-up Officers ~~will~~ shall affect arrests with the ~~pursuing Officer~~ primary unit assuming the role of back-up, if feasible.

VII. **Communications Whitfield County 911 Center Responsibilities**

- A. ~~Communications will~~ The dispatcher shall immediately advise ~~a field Supervisor~~ the Watch Commander or other shift Supervisor of essential information regarding the vehicle pursuit and designate a controlling Supervisor.
- B. ~~Communications will~~ The dispatcher shall carry out the following activities and responsibilities during the pursuit:
 - 1. Receive and record relevant incoming information about the pursuit and the pursued vehicle.
 - 2. Control radio communications and clear radio channels of all non-emergency calls.
 - 3. ~~Obtain criminal record and vehicle checks of the suspects~~ Conduct checks of the pursuing vehicle's registration and the suspect's driver's license, when possible.
 - 4. Coordinate and dispatch back-up assistance, as directed by the controlling Supervisor.
 - 5. Notify neighboring ~~jurisdictions~~ agencies, when practical, that a pursuit may extend into their ~~locality jurisdiction.~~ and
 - 6. Place emergency medical, fire, or hazardous materials first responders on stand-by for rapid response in case of injury to persons, fire, or hazardous materials incidents.

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VIII. Controlling Supervisor Responsibilities

It is the responsibility of the **controlling** Supervisor~~s~~ to:

- A. Take tactical control of the vehicle pursuit.
- B. Consider all available information and determine whether to authorize, continue, or terminate the pursuit.
- C. Monitor incoming information in order to coordinate, direct, and reinforce **the** use of proper procedures.~~;~~~~and~~
- D. Respond to the location where ~~a~~ **the fleeing** vehicle has been stopped following a pursuit.

IX. Vehicle Pursuit Tactics

- A. Officers **not involved in the pursuit** ~~will~~ **shall** not follow the pursuit on parallel streets, unless authorized by the controlling Supervisor.
- B. At all times during the pursuit, Officers ~~will~~ **shall** obey the four (4) second rule, requiring they stay at least four (4) seconds behind the suspect vehicle, as determined by estimating the ~~passing times of~~ to pass fixed objects.
- C. Patrol units with the most prominent markings and emergency **signaling** lights ~~will~~ **shall** be used to pursue, particularly as the primary unit.
- D. Intervention tactics, short of deadly force, **such as** low speed tactical intervention techniques, low speed channeling (with appropriate advance warning), etc., ~~will~~ **shall** not be used except as authorized by the controlling Supervisor and then only by Officers trained in these tactics and on **the use of** this equipment.
- E. Ramming, bumping, or any other intentional contact between vehicles ~~is not~~ **may be** authorized **by the controlling Supervisor, but only if** ~~unless~~ deadly force is otherwise justified. ~~by the Department's use of force policy.~~
- F. Firearms ~~will~~ **shall** not be fired at or from a moving vehicle unless the Officer reasonably believes that such force is necessary to prevent death or great bodily injury to the Officer or another person.
- G. Only the ~~controlling Supervisor~~ **Watch Commander** ~~will~~ **shall** authorize roadblocks after considering visibility and escape routes as a part of the blocking plan. All roadblocks ~~will~~ **shall** be conducted in accordance ~~to~~ **with policy** GO89-7.15, Roadblocks.
- H. Officers ~~will~~ **shall** use appropriate safety tactics and ~~must~~ **shall** keep in mind the necessity to use only reasonable and necessary force to take suspects into custody.
- I. **The secondary unit or other** back-up Officers ~~will~~ **shall** affect arrests with the

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~~pursuing Officer~~ primary unit assuming the role of back-up, if feasible.

- J. ~~The Pursuing~~ Officers ~~must~~ shall continually consider the risks created by the pursuit as they may change during the pursuit.

X. **Termination of the Pursuit**

- A. Any Officer engaged in or supporting the pursuit may terminate the pursuit at any time.
- B. Pursuits may be terminated if the suspect's identity has been determined, immediate apprehension is not necessary to protect the public or Officers, and apprehension at a later time is reasonably feasible.
- C. ~~The~~ primary pursuing unit and ~~the controlling~~ Supervisor ~~will~~ shall continually re-evaluate and assess the evolving pursuit situation, including initiating factors, and terminate the pursuit whenever he or she reasonably believes the risks associated with continued pursuit are greater than the public safety benefit of making an immediate apprehension.
- D. In the event of a collision with the suspect vehicle, the pursuing Officer ~~will~~ shall immediately ~~notify the Whitfield County 911 Center to dispatch EMS and / or Dalton Fire~~ ~~summon medical assistance~~ for any injured parties.
- E. In the event of a collision involving any third-party vehicle or persons, the ~~back-up vehicle~~ secondary unit ~~shall~~ will stop, ~~and~~ render assistance, and ~~notify the Whitfield County 911 Center to dispatch EMS and / or Dalton Fire,~~ ~~call for medical assistance~~ if necessary.

XI. **Inter / Intra-jurisdictional Pursuits**

- A. Pursuing Officers ~~will~~ shall notify ~~communications~~ the Whitfield County 911 Center when it is likely for pursuits to cross into neighboring jurisdictions.
- B. Pursuits into a bordering state ~~will~~ shall conform to the laws of both states and any applicable inter-jurisdictional agreements.
- C. When pursuits enter this jurisdiction, ~~Officers~~ pursuing personnel ~~will~~ shall be governed by the policies of their own agencies, specific inter-jurisdictional agreements, and state law.
- D. The initiating agency ~~will~~ shall remain in control of any pursuit that crosses into this jurisdiction and ~~will~~ shall remain responsible for the pursuit.
- E. ~~Department~~ Officers ~~will~~ shall not assist in an active ~~vehicle~~ pursuit unless approved by a ~~Department~~ Supervisor.
- F. All communications between the ~~Dalton Police~~ Department and other agencies ~~will~~ shall be coordinated through the Whitfield County 911 Center.
- G. Unless otherwise directed by a Supervisor, pursuits ~~will~~ shall be limited to no more

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than two (2) ~~Dalton Police~~ Department emergency vehicles.

XII. **After-Action Reporting**

- A. An incident report shall be completed on all vehicle pursuits by the initiating Officer, and any other Officer involved must file a supplemental report detailing the circumstances, their actions, and **their** observations.
- B. Supervisors ~~will~~ **shall** be responsible for conducting a post pursuit review. ~~They will review~~ All relevant video and audio from the units involved with the pursuit **shall be reviewed**. A Supervisory Review of Vehicle Pursuit form ~~will~~ **shall** also be completed.
- C. The **Patrol** Division Commander or **his / her** designee ~~will~~ **shall** periodically analyze pursuit activity and identify any additions, deletions, or modifications warranted in Department pursuit procedures and training.
- D. A documented annual analysis of vehicle pursuits ~~will~~ **shall** be compiled by the Support Services Division Commander and forwarded to the Chief of Police.
- E. A documented annual review of all pursuit policies and reporting procedures shall be completed by the Support Services Division Commander and forwarded to the Chief of Police.
- F. The accreditation manager shall complete the GACP Pursuit Data Collection Form by March 1st each year and submit it to the Director of the Georgia Law Enforcement Certification Program.

XIII. **Training**

All sworn personnel shall receive documented entry level training and annual in-service refresher training on this policy.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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**DALTON POLICE DEPARTMENT
SUPERVISORY REVIEW OF VEHICLE PURSUIT**

Case Number_____Date_____Day of Week_____

Time Began_____Time Ended_____Daylight/Night

Location Began _____

Location Ended _____

Road Conditions: Wet/Dry Estimated Max mph reached during pursuit_____

Roadway where initiated: 2 Lane 4 Lane Interstate Other

Number of police vehicles involved in the pursuit:

DPD_____Other Agencies_____Total # of Agencies_____

Total Distance Traveled_____Type of Vehicle Pursued_____

Violation that initiated pursuit (Choose One):

Traffic Violation Felony Property Crime Forcible Felony Stolen Vehicle

Drug Related Hit and Run Other

Way pursuit ended: (Choose One):

Pursuit Discontinued Suspect Stopped Vehicle Wrecked Stop Sticks Deployed

PIT Roadblock Suspect Shot Other

Initiating Officer's Information: Name: _____

Age_____Sex_____Race_____Years of Experience_____

Backup Officer's Name: _____

UNI HOT 921118R1403 Appendix A

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Suspect Driver (If known)

Age_____ Sex_____ Race_____

1. Were there any injuries during the pursuit YES NO

Explanation and seriousness of injury: _____

2. Damage? () DPD Vehicle () Suspect Vehicle

() Other Vehicle () Property

Explanation: _____

3. After reviewing all reports, speaking with the officers, and watching any videos, was the pursuit conducted within the guidelines of GO88-4.16. Why or Why not?

Reviewing Supervisor

Division Commander

Professional Standards

UNI HOT 921118R1403 Appendix A

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO91-4.23
Subject Response to Developmental Disabilities and Mental Health Disorders			
Reference CALEA Standard – 41.2.7		Revised May 22, 2018 June 23, 2020	
Distribution All Personnel	Re-evaluation Date May 2020 June 2022		No. Pages 12

I. Policy

It is the policy of the Dalton Police Department to provide employees with information on the symptoms and effects of developmental disabilities and mental ~~illness~~ **health disorders** so that they may better recognize and ~~deal~~ **interact** with such persons and be prepared to deal with them in a manner that will best serve their needs and the Department's mission.

II. Definitions

- A. *Developmental Disability* – A potentially severe, chronic disability attributable to a physical or mental impairment, or combination of impairments, resulting in substantial functional limitations to major life activities, such as understanding and expression of language, learning, ~~and~~ **mobility**, self-direction, self-care, capacity for independent living, and economic self-sufficiency. Development disabilities, such as ~~persons with~~ development delays, autism, or Tourette's syndrome, are not the same as, and should not be confused with, ~~forms of~~ mental ~~illness~~ **health disorders**, such as schizophrenia or ~~the more~~ common mood disorders, ~~such as~~ **depression**.
- B. *Mental ~~illness~~ Health Disorder* – Any psychiatric or psychological ~~disorder~~ **condition** characterized as an illness that affects cognition, perception, or communication, which significantly interferes with the performance of major life activities, such as social interaction, learning, thinking, communication, or sleeping.

III. ~~Procedures dealing~~ **Interactions** with Developmentally Disabled **Persons**

A. ~~Common Symptoms of developmental disabilities~~

There are numerous forms of developmental disabilities. Many of the individuals with such disabilities have other related but distinct disorders as well, such as Asperger Syndrome, Fragile X Syndrome, and / or Rett Syndrome. While Officers are not in a position to diagnose persons with such disabilities, Officers shall be alert to the symptoms that are suggestive of such disorders. These include, but are not limited to, the following symptoms in various combinations and degrees of severity:

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1. Difficulty **with** communication and **self-expression** ~~expressing oneself~~
2. Communication by pointing or gestures, rather than words
3. Repetition of phrases or words
4. Repetitive body movements **that** may be harmful to **the person themselves**. Movements may include, but are not limited to: swaying, spinning, clapping ~~the~~ hands, flailing ~~the~~ arms, snapping ~~the~~ fingers, biting ~~the~~ wrists, or banging ~~the~~ head.
5. Little or no eye contact
6. Tendency to show distress, laugh, or cry for no apparent reason
7. Uneven gross or fine motor skills
8. Unresponsiveness to verbal commands; appearance of being deaf even though hearing is normal
9. Aversion to touch, loud noise, bright lights, and commotion
10. No real fear of danger
11. Over-sensitivity or under-sensitivity to pain
12. Self-injurious behavior

B. ~~Common Encounters with persons with developmental disabilities~~

Officers may encounter persons with developmental disabilities in a variety of situations commonly involving **other** persons without such disabilities. However, due to the nature of developmental disabilities, **the** following are some of the most common situations in which such persons may be encountered:

1. **~~Wandering~~**

Developmentally delayed, autistic, or other developmentally disabled persons sometimes evade their parents, supervisor, caregiver, or institutional setting and may be found wandering aimlessly or engaged in repetitive or bizarre behavior in public places or stores.

2. **~~Seizures~~**

Some developmentally disabled persons, such as those suffering from autism, are more subject to seizures and may be encountered by ~~police~~ **Officers** in response to a medical emergency.

3. **~~Disturbances~~**

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Disturbances may develop and a caregiver may be unable to maintain control of the disabled person who is engaging in self-destructive behavior or a tantrum.

4. ~~Strange and bizarre behavior~~

Strange or bizarre behavior may take innumerable forms prompting calls for service, such as picking up items in stores (i.e., perceived shoplifting), repetitive and seemingly nonsensical motions and actions in public places, inappropriate laughing or crying, and personal endangerment.

5. ~~Offensive or suspicious persons~~

Socially inappropriate or unacceptable acts, such as ignorance of personal space, annoyance of others, or inappropriate touching of others or oneself, are sometimes associated with the developmentally disabled, who often are not conscious of acceptable social behavior.

C. ~~Handling and De-escalating Encounters with persons with developmental disabilities~~

Some persons with developmental disabilities can be easily upset and may engage in tantrums, self-destructive behavior, or ~~become~~ aggressive ~~behavior~~. Fear, frustration, and minor changes in ~~their~~ daily routines and / or surroundings may trigger such behavior. Therefore, Officers shall take those measures to prevent such reactions and de-escalate situations involving such persons in the course of taking enforcement and related actions. These include the following:

1. ~~Speak in a calm voice and use non-threatening body language~~

Using a stern, loud, command tone to gain compliance will have either no effect or a negative effect on a developmentally disabled person. Use non-threatening body language, keep ~~you're~~ a voice calm, and ~~keep~~ your hands to your sides. Be aware that such persons may not understand the *Miranda* warning even if they say they do.

2. ~~Keep the commotion down~~

Eliminate, to the degree possible, loud sounds, bright lights, and other sources of over stimulation. Turn off sirens and ~~flashers~~ ~~flashing lights~~, ask others to move away, or, if possible, move the person to more peaceful surroundings.

3. ~~Keep animals away~~

Keep canines in their vehicle and preferably away from the area, and ensure that other dogs are removed.

4. ~~Look for a personal ID~~

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Look for medical ID tags on **the person's** wrists, neck, shoes, belt, or other apparel. Some persons carry a card noting that they are developmentally disabled and possibly non-verbal. That card should also provide a contact name and telephone number.

5. Call the contact person or caregiver. The person's caregiver or institutional / group home worker is an Officer's best resource for specific advice on calming the person and ensuring the safety of the person and the Officer until the contact person arrives on the scene.

6. ~~Prepare for a potentially long encounter~~

Dealings with such a person cannot be rushed unless there is an emergency situation. De-escalation of the situation, using calming communication techniques, can take time, and Officers ~~should~~ **shall** inform their dispatcher ~~or~~ **and** Supervisor ~~or both~~ that ~~this a potentially long encounter~~ might be the case, if circumstances dictate.

7. Repeat short, direct phrases in a calm voice. For example, rather than saying, "Let's go over to my car where we can talk," simply repeat, "Come here," while pointing until the person's attention and compliance is obtained. Gaining eye contact in this and related situations is essential. Be direct by repeating, "Look at me," while pointing to the person's eyes and yours.

8. ~~Be attentive to the sensory impairments~~

Many people with autism have sensory impairments that make it difficult for them to process incoming sensory information properly. For example, some may experience buzzing or humming in their ears that make it difficult for them to hear. Should an Officer identify a sensory impairment, he or she should take precautions to avoid exacerbating the situation.

- a. Don't touch the person unless ~~the person~~ **he / she** is in an emergency situation (e.g., has been seriously injured or is in imminent peril.) Speak with the person quietly and in a non-threatening manner to gain compliance.
- b. **Speak softly and** use soft gestures when asking the person to do something, such as look at you. ~~Speak and gesture softly~~. Avoid abrupt movements or actions.
- c. Use direct and simple language. Slang **talk** and ~~expressions~~ **police jargon** (e.g., ~~spread 'em~~) have little or no meaning to such persons. Normally, they will understand only the simplest and most direct language (e.g., come, sit, stand).
- d. Don't interpret odd behavior as belligerent. In a tense or even unfamiliar situation, these persons will tend to shut down and close off unwelcome stimuli (e.g., cover ears or eyes, lie down, shake or

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rock, repeat your questions, sing, hum, make noises, or repeat information in a robotic way). This behavior is a protective mechanism for dealing with troubling or frightening situations. Don't stop the person from repetitive behavior unless it is harmful to him / her or others.

9. ~~Be aware of different forms of communication~~

Some developmentally disabled persons carry a book of universal communication icons. Pointing to one or more of these icons will allow these persons to communicate where they live, their mother's or father's name, **their** address, or what they may want. Those with communication difficulties may also demonstrate limited speaking capabilities, at times incorrectly using words such as "You" when they mean "I".

10. Don't get angry at antisocial behaviors. For example, when asked a simple question like, "Are you all right?" the person may scream, "I'm fine!" Many such persons don't understand that this is not appropriate.
11. Maintain a safe distance. Provide the person with a zone of comfort that will also serve as a buffer for officer safety.

D. ~~Taking Persons with developmental disabilities into Custody~~

Taking custody of a developmentally disabled person should be avoided whenever possible as it will invariably initiate a severe anxiety response and escalate the situation. Therefore, in minor offense situations, Officers shall explain the circumstances to the complainant and request that alternative means be taken to remedy the situation. This normally will involve **the** release of the person to an authorized caregiver. In the event an Officer needs additional help in dealing with a person, there are several local resources, **such as Highland Rivers, Georgia HOPE, or Westcott Behavioral Health**, available to contact. ~~They include, but are not limited to; Highland Rivers, Georgia HOPE, and Westcott Behavioral Health.~~

E. In more serious offense situations or where alternatives to arrest are not permissible, Officers shall observe the following guidelines:

1. Contact a Supervisor for advice.
2. Summon the person's caregiver to accompany the person and to assist in the calming and intervention process. If a caregiver is not readily available, summon a mental health crisis intervention worker, if available.
3. Employ calming and reassuring language and de-escalation protocols provided in this policy.

~~F.E. Interviews and Interrogations with developmentally disabled~~

Officers conducting interviews or interrogations of a person who is, or who is suspected of being, developmentally disabled ~~should~~ **shall** consult with a mental health professional and the District Attorney's Office to determine whether the

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person is competent to understand his or her rights to remain silent and to have an attorney present. If ~~police interview~~ such persons ~~are interviewed~~ as suspects, victims, or witnesses, Officers ~~should~~ ~~shall~~ observe the following in order to obtain valid information:

1. Do not interpret lack of eye contact and strange actions or responses as indications of deceit, deception, or evasion of questions.
2. Use simple, straightforward questions.
3. Do not employ common interrogation techniques, suggest answers, attempt to complete thoughts of persons slow to respond, or pose hypothetical conclusions, recognizing that developmentally disabled persons are easily manipulated and may be highly suggestible.

IV. ~~Procedures for dealing~~ ~~Interacting with~~ ~~Persons with~~ ~~Mentally III~~ ~~Health Disorders~~

- A. Recognition of mental ~~Illness~~ ~~health disorders~~ ~~These~~ includes observing symptoms ~~that~~ can be behavioral and / or physical or can be indicated by the information that the person reports regarding his or her feelings, emotions, and / or perceptions. ~~This is not an inclusive list of every possible behavior or symptom of mental illness:~~ Possible behaviors or symptoms of mental health disorders include, but are not limited to, the following:

1. Sudden change of lifestyle
2. Major changes in behavior
3. Extreme anxiety, panic, or fright
4. Feeling of paranoia
5. Hallucinations
6. Delusions
7. Depression
8. Obsessions
9. Unexplained loss of memory
10. Confusion
11. Physical or motor symptoms

- B. ~~The following is a list of~~ specific physical indicators ~~or~~ of possible mental ~~Illness~~ ~~health disorders~~:

1. Hyperactivity in the hands, arms, and feet, ~~such as~~ tremors, purposeless movements, shifting from foot to foot, and / or hand wringing

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2. Movement of the head, **such as** severe tic-like movements, looking around as if looking for / at something, or cocking the head to one side as if listening to someone / something
 3. **Eyes:** Avoiding eye contact, eyes wide open and / or unblinking, shielding the eyes from some perceived bright light that is not present
 4. **Mouth and tongue:** Continuous chewing movement with no food or gum present, tongue movements (e.g. sticking out, etc.), or wetting the lips or moving them as to speak without voice or sound
 5. Walking style or gait, **such as** shuffling, small rigid steps, or rigidity in the elbows or knees (no evidence of injury or other impairment is present to explain the gait)
 6. Body posture, **such as** rigidity or catatonic posture that may be bizarre in nature.
 7. **Speech and Verbal Expression:** The style of the speech may be unusually soft and monotone. The speech may be loud and explosive and may include obscenities when provocation for such speech seems to be absent. The content of the speech may imply hallucinations or delusions. The person may speak in loose associations - stating words, phrases, or sentences that seem to have no connections to each other and seem not to make common sense to others.
 8. **Emotional Mood and Affect:** The person may display emotional moods, which seem out of place with the surroundings. This may include laughing, weeping, shouting, etc. in settings that seem inappropriate to others. The person may seem totally flat and may lack the ability to respond typically to emotional stimuli. The person may display a lack of awareness to his / her surroundings and may have difficulty responding to others when approached or addressed.
- C. **When interacting** **Dealing** with persons **that are** suspected of **suffering from a mental illness** **health disorder, the following actions shall be taken:**
1. Gather as much information as possible before arriving at the scene.
 2. Upon arrival at the scene, be discreet and avoid attracting attention. Be calm, avoid excitement, **and** calmly portray a take-charge attitude. Approach cautiously, observing the person's behavior. Be alert for any weapons that the person may have in **their** **his / her** possession.
 3. Tactfully remove as many distractions or upsetting influences from the scene as possible. This includes bystanders, disruptive friends, and family members.
 4. Use the contact time with family members and friends to gather as much information as possible about the person's behavior. Other witnesses, who

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are casual observers, may be able to provide valuable insight that ~~will~~ **may** assist in handling the situation.

5. Remember the principles associated with officer safety. If the person is known to be suffering from paranoid delusions of a persecutory nature, extra caution should be observed. Observe the subject's reactions to your approach and your statements. Be prepared to change strategy, as needed, to get the desired results.
6. Introduce yourself by name and explain the reason for your presence. Establish a calming tone and keep verbal and nonverbal behavior consistent.
7. Officers must be aware that the police uniform, handgun, handcuffs, and impact weapons may frighten the person. Explain they are necessary to the job and not intended to hurt or frighten the person.
8. Verbal communication may be difficult. When speaking, speak clearly, slowly, and in a normal tone of voice. Avoid asking rapid-fire questions. Ask simple questions that seek only one piece of information. This is especially important when dealing with someone on the telephone.
 - a. Allow the subject time to think between questions, and allow ~~them~~ **him / her** sufficient time to state ~~their~~ **an** answer and tell ~~their~~ **his / her** story.
 - b. If a subject does not seem to hear or understand, repeat the ~~statement of~~ question.
 - c. Avoid expressing impatience or frustration if the person is slow in responding to initial inquiries.
 - d. The person may have difficulty focusing his or her attention on the current interaction.
 - e. Tactfully work to keep the discussion focused on solving the current problem rather than discussing past experiences.
 - f. If the person makes an effort to provide the desired information, give ~~them~~ **him / her** positive feedback.
 - g. Evaluate the nonverbal and emotional content of the person's statements.
 - h. Some ~~mentally ill~~ persons **with mental health issues** may have difficulty responding to questions and requests that are stated in an indirect way or that have an abstract component.
9. Avoid "why" questions, especially when ~~you are~~ attempting to establish an initial rapport with the subject. Many people experiencing the symptoms of mental ~~illness~~ **health disorders** will have difficulty explaining their conduct.

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10. When discussing options with the person, use “I” statements rather than “we”, “the police”, or “my Supervisor.” “I” statements let the person know that you have made a personal commitment to helping with the problem or finding a solution. When possible, allow the subject to “save face.” Avoid lying to the person or making promises that you know you cannot keep in order to gain the initial cooperation of the individual.
11. Avoid rushing the person or crowding his or her personal space.
 - a. Do not touch the person unless prepared for a use of force response. Any attempt to force an issue may backfire in the form of ~~violence~~ violent behavior.
 - b. Some individuals who are delusional will maintain a larger personal body space than other people will. If the person tells you that you are too close and demands you move back, comply with the request, if doing so does not compromise safety.
 - c. In most situations, maintain a leg’s length distance from the subject, maintaining a non-threatening, but safe, stance.
 - d. Good eye contact with the person is usually helpful.
12. If the person is shouting or acting out other disruptive behavior but is not directly threatening any other person or himself / herself, the person should be given time to calm down.
 - a. Disruptive outbursts are usually of short duration.
 - b. It is better that the Officer spend fifteen (15) to twenty (20) minutes waiting and talking than to spend five (5) minutes struggling to subdue the person.
 - c. One way to help calm the person is to convince the subject to sit down. This will sometimes reduce the level of agitation.
13. Avoid projecting the image of the “tough guy.”
 - a. Tough methods and tough talk will usually frighten the person and cause a defensive reaction and could lead to ~~violence~~ violent behavior.
 - b. Threatening negative consequences, especially going to jail, may not be effective in getting the person to alter or control ~~their~~ his / her disruptive behavior.
 - c. Any approach should emphasize that ~~you~~ the Officer is ~~are~~ there to help to the person and not to punish him / her.

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- d. Remember that the subject did not choose to ~~be~~ have mentally ill health issues or be emotionally distraught.
 - e. Accept the subject as a human being in crisis and remember that ~~your~~ the primary role is to calm the situation and offer help.
14. If the person makes claims or reports situations, events, or sensory perceptions that are obviously based on delusions or hallucinations, do not attempt to directly confront the person with the evidence that their claims and beliefs are faulty.
- a. Such an effort will usually fail.
 - b. If the subject is relating information stemming from paranoid delusions, any direct attempt at refuting the beliefs will cause the subject to label the Officer as “one of them.”
 - c. Once an Officer has been incorporated into the subject's delusional system, he or she will usually lose the ability to positively influence the subject's behavior.
 - d. ~~You should also avoid~~ Participating in the delusion or the hallucination by agreeing with or “playing along” with the subject shall be avoided.
 - e. Make statements that show concern for the subject's opinions, feelings, and observations without agreeing with them.
 - f. Do not attempt to minimize fears or dismiss emotions that the subject expresses freely.
15. Do not use demeaning language that refers to the person as “loony, nut, crazy, fruitcake, or head case” or make other inappropriate references.
- a. Using these terms to refer to the individual tells ~~them~~ him / her and ~~their~~ his / her friends and family members that you don't care about ~~them~~ him / her and you don't consider ~~their~~ his / her problem to be important.
 - b. Remember that individuals who have dealt with ~~the police~~ law enforcement may know the implication of the term “10-96.”
16. Do not let the person trick you into an argument.
- a. Ignore attacks on your character, personal appearance, or profession.
 - b. Responding negatively to these characterizations will undermine your ability to communicate with the person.
 - c. Do not get into a power struggle with the person.

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- d. Remember that bizarre behavior alone is not a reason for use of physical force.
- e. Only when the person is so dangerous or violent that there is a direct and immediate risk that the individual or another person is likely to be harmed should force be used.
- f. As in all situations, use only the amount of force necessary to accomplish lawful objectives or the desired goal of protecting everyone involved.

D. ~~Supervisor Response to Mentally Ill Persons~~

If available, a Supervisor ~~should~~ shall respond to all calls or incidents involving a person with a confirmed or suspected mentally ill person health disorder that is in crisis. A crisis could consist of a person having delusions, refusing to take prescribed medications, displaying erratic behavior, causing a disturbance, talking to ~~themselves~~ himself / herself, or other activity or behaviors that cause alarm or concern to the average person.

E. ~~Interviews and Interrogations with Mentally Ill Persons~~

Interviews and interrogations of subjects believed to be suffering from a mentally ill health disorder or displaying indicators of mental illness health issues shall be conducted in accordance with policy GO98-4.4, Conducting Interviews and Interrogations, using guidelines outlined in section IV. C of this policy.

F. ~~Community Resources with Mentally Ill Persons~~

In the event an Officer needs additional help in dealing with a person with a mentally ill person health disorder, EMS or any of several local resources may be contacted through the Whitfield County 911 Center. The local resources include, but are not limited to: Highland Rivers, Georgia HOPE, and Westcott Behavioral Health.

G. ~~Taking Custody of Mentally Ill Persons~~

An Officer ~~should~~ may make a lawful arrest when a violation occurs in his / her presence or when probable cause exists to affect the arrest. If the person with a mentally ill person health disorder is in crisis, EMS should be contacted to evaluate the subject to determine if ~~they~~ he / she should be transported to the Emergency Room for evaluation before being taken into custody.

V. **Training**

All personnel shall receive documented entry level training and annual in-service refresher training on dealing with ~~the mentally ill~~ persons suffering from mental health disorders or persons with diminished capacity.

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BY ORDER OF

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO91-7.10
Subject Lineups and Pretrial Identifications			
Reference United States v. Wade, Moore v. Illinois CALEA Standards – 42.2.9, 42.2.10		Revised May 22, 2018 June 23, 2020	
Distribution All Personnel	Re-evaluation Date May 2020 June 2022		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department that pretrial identifications be carefully arranged to avoid the danger of erroneous or suggestive identifications and to ensure the admission in court of accurate identification evidence.

II. Definitions

- A. *Witness Identification* – The establishment of a suspect's identity, witnessed by a person at or near the scene of a crime, through evidence of physical characteristics and appearance or by some mark on or peculiarity of the accused.
- B. *Physical Lineup* – The presentation to the victim or witness of several persons, with similar characteristics, one of whom is the suspect, for the purpose of identifying the suspect of a crime.
- C. *Photographic Lineup* – The presentation to the victim or witness of several photographs, which includes the suspect's **photograph**, as an investigative aid in establishing the identity of the suspect of a crime.
- D. *Show-up* – The presentation of the suspect alone to the victim or witness soon after the commission of a crime.

III. Show-up Procedures

- A. Reasons for show-ups:
 - 1. Guides the Officer / Investigator in determining whether or not to look further for the perpetrator.
 - 2. The accuracy and reliability of identification is likely to be greater at that time.
 - 3. Permits speedy release of an innocent person who is being detained.

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B. Witness Preparation

1. Witnesses shall be taken to the location of the suspect. Do not move the suspect to the location of the witnesses.
2. Witnesses shall be instructed that the person that committed the crime may or may not be present.
3. Prior to the show-up, witnesses ~~should~~ shall be asked to give a detailed description of the perpetrator, which ~~should~~ shall be documented in a report.
4. Witnesses shall be told that they are under no obligation to identify anyone.
5. If there is more than one witness, they shall be instructed not to talk with one another.

C. Conducting the Show-up

1. The show-up shall ~~Must~~ be conducted as soon as possible ~~to the time of following~~ the offense.
2. When possible, avoid exhibiting a suspect at the scene in handcuffs or other restraints. ~~Show-up~~ Suspects ~~should~~ shall not be required to put on clothing worn by the perpetrator, to speak words uttered by the perpetrator, or perform other actions of the perpetrator during the show-up.
3. If more than one person is to view the suspect, they ~~should~~ shall do so one at a time and out of the presence of the other witnesses.
4. An Officer / Investigator who is not assigned as the primary in the case ~~should~~ shall conduct the show-up.
5. The identification ~~should~~ shall be recorded using audio and / or video equipment, such as an in-car camera system.
6. Any feedback by the Officer / Investigator during the show-up is prohibited in order to maintain the integrity of the process. Also, witnesses shall not be coached, by word or gesture, by the Officer / Investigator.
7. If a witness identifies the subject as the perpetrator, the Officer / Investigator shall document the witness' level of certainty following the show-up by quoting their remarks and documenting any other relevant observations in a report.
8. Regardless of if a witness identifies the subject as the perpetrator or not, the time, date, location of the show-up, and the name of the subject viewed ~~should~~ shall be documented in a report.

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IV. **Photographic Lineup Procedures**

A. Witness Preparation

1. Witnesses shall not be shown a photograph of the suspect before the photographic lineup is shown.
2. Witnesses shall not be informed that the suspect's picture is in the array.
3. Prior to the lineup, witnesses ~~shall be asked to~~ ~~should~~ give a detailed description of the perpetrator, which ~~should~~ ~~shall~~ be documented in a report.
4. Witnesses ~~should~~ ~~shall~~ be told that they are under no obligation to identify anyone.
5. If there is more than one witness, they shall be instructed not to talk with one another until after the entire process is completed.

B. Conducting the Lineup

1. A minimum of six photographs shall be used in a photographic array, one ~~of which~~ being a photograph of the suspect. The photographs ~~should~~ ~~shall~~ be of the same kind, size, and appearance.
2. The subjects in the photographs shall be of the same sex, general age, and race, have similar characteristics, and, whenever possible, ~~wearing~~ similar clothing.
3. If there is more than one witness, photographs shall be displayed to only one witness at a time. Other witnesses shall not be present when the identification is being attempted.
4. Identifying information on photographs, ~~such as booking photos, (mug shots)~~ shall be covered up.
5. The ~~defendant~~ ~~suspect~~ is not entitled to be represented by counsel at a photographic identification, regardless of when it takes place.
6. ~~Unless extenuating circumstances exist, an Officer / Investigator who is not assigned as the primary in familiar with the case and is unaware of the identity of the suspect should~~ ~~shall~~ conduct the photographic lineup.
7. The identification ~~should~~ ~~shall~~ be recorded using audio and / or video equipment.
8. Any feedback by the Officer / Investigator during the presentation of the lineup is prohibited in order to maintain the integrity of the process. Also, witnesses shall not be coached, by word or gesture, by the Officer / Investigator.

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9. Regardless of ~~if~~ whether the suspect is identified or not, each lineup shall contain the name of the witness, the name of the Officer / Investigator showing the lineup, and the date of the lineup.
10. If the suspect is identified, the witness shall indicate which photograph is of the suspect by a notation on the lineup. The Officer / Investigator shall document the witness' level of certainty following the lineup by quoting their remarks and documenting any other relevant observations in the report.
11. Regardless of whether the suspect is identified or not, each lineup shall be submitted into evidence.

V. **Physical Lineup Procedures**

A. Witness Preparation

1. Witnesses shall not be shown a photograph of the suspect before the lineup.
2. If there is more than one witness, they shall be instructed not to talk with one another until after the entire proceeding is completed.
3. Witnesses shall be told that they are under no obligation to identify anyone.
4. Prior to the lineup, witnesses ~~should~~ shall be asked to give a detailed description of the perpetrator, which ~~should~~ shall be documented in a report.
5. Before entering the lineup location, the witness shall be given a copy of the lineup form on which the identification can be marked and signed.
6. No actions shall be taken or statements made to a witness to suggest that a suspect is standing in any particular place.

B. Conducting the Lineup

1. The Officer / Investigator in charge ~~will~~ shall explain the lineup procedure to the suspect by advising him / her that he / she will be required to stand in the lineup to allow a witness an opportunity to make an identification for a specified offense. The suspect ~~will~~ shall also be advised that he / she has a right to an attorney of choice to be present at the lineup. If he / she cannot afford one, one will be appointed. The Officer / Investigator shall obtain a written or recorded waiver should the suspect waive ~~their~~ his / her right to counsel.
2. The suspect's ~~counsel~~ attorney has a right to be present during the lineup, ~~and~~ to speak with ~~their~~ his / her client prior to the proceedings, and to advise the suspect that ~~they~~ he / she may take any position in the lineup and may change position prior to summoning a new witness. However, Officers

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have the authority to remove argumentative defense ~~counsel~~ attorneys from the lineup room if their actions impede the Officer's efforts to conduct the proceeding effectively.

3. There shall be at least six persons in the lineup, including the suspect. They shall all be of the same sex, general age, and race, have similar characteristics, and wearing similar clothing. Each person shall be given a number for identification.
4. Any movements or statements shall be made by each person in the lineup, one at a time. If statements are made, all participants ~~should~~ shall repeat the same words.
5. If more than one person is to view the lineup, they shall do so one at a time and out of the presence of the other witnesses.
6. As few persons as possible ~~should~~ shall be allowed in the room when the lineup is being conducted.
7. A suspect has no legal right to refuse to participate in a lineup.
8. The names and addresses of all persons participating in the lineup shall be ~~preserved~~ documented in a report.
9. At least two photographs ~~should~~ shall be taken of the lineup. One shall be a frontal view and the other a profile view. All persons in the lineup shall be included in a single photograph.
10. Unless extenuating circumstances exist, an Officer / Investigator who is not ~~assigned as the primary in~~ familiar with the case and is unaware of the identity of the suspect ~~should~~ shall conduct the lineup.
11. The identification ~~should~~ shall be recorded using audio and / or video equipment.
12. Any feedback by the Officer / Investigator during the proceeding is prohibited in order to maintain the integrity of the process. Also, witnesses shall not be coached, by word or gesture, by the Officer / Investigator.
13. Regardless of ~~if~~ whether the suspect is identified or not, each lineup form shall contain the name of the witness, the name of the Officer / Investigator showing the lineup, and the date of the lineup.
14. If the suspect is identified, the witness shall indicate which person is the suspect by a notation on the lineup form. The Officer / Investigator shall document the witness' level of certainty following the lineup by quoting their remarks and documenting any other relevant observations in the report.
15. Regardless of whether the suspect is identified or not, each lineup form

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shall be submitted into evidence.

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DALTON POLICE DEPARTMENT

		Effective Date May 22, 2012	Number GO12-7.21
Subject Victim / Witness Assistance			
Reference CALEA Standards – 55.1.1, 55.2.2, 55.2.3, 55.2.4		Revised May 22, 2018 June 23, 2020	
Distribution All Personnel	Re-evaluation Date May-2020 June 2022		No. Pages 3

I. Policy

It is the policy of the Dalton Police Department to treat all ~~When employees come in contact with~~ victims and ~~/or~~ witnesses of criminal activity ~~employees shall treat them~~ with fairness, compassion, and dignity. The Department is committed to the development and implementation of appropriate assistance programs and activities for victims and ~~/or~~ witnesses. The Department ~~will~~ **shall** work cooperatively with, and assist the members of, the ~~Conasauga Circuit~~ Victim / Witness Assistance Program (VWAP) for the Conasauga Judicial Circuit of Georgia and other related agencies.

II. Victim / Witness Assistance Program

- A. ~~A~~ Victims ~~to a~~ of crimes ~~has~~ **have** certain rights that have been recognized by the Georgia General Assembly and written into law. Passage of victim-related bills outline ~~for~~ law enforcement's ~~their~~ obligations to victims under the law.
- B. Through a collaborative effort between the ~~Dalton Police~~ Department and the Conasauga Judicial Circuit's ~~Victim / Witness Program~~ VWAP, victims / witnesses shall have the following rights:
 1. ~~They have a right~~ To be informed of the criminal justice process, **notified of** the release from custody of offenders ~~notification~~, and informed about the various stages of the judicial process prior to trial.
 2. ~~They have a right~~ To certain compensation, when eligible.
 3. ~~They have a right~~ To due process in criminal proceedings.
 4. ~~They have a right~~ To professional and aggressive prosecution within the bounds of the law.
 5. ~~They have a right~~ To assistance with their employers concerning court appearances.
 6. **To confidentiality of their identity and role in the case development, to the extent consistent with the Georgia Open Records Act.**

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- C. This program shall also attempt to provide the following assistance through the ~~Victim / Witness Program~~ VWAP or District Attorney's Office with ~~law enforcement assistance~~ support from this Department and other law enforcement agencies:
1. Referral to social agencies in the community that provide emergency care, food, shelter, clothes, and support
 2. Preparation and orientation for court appearances
 3. Escorts and moral support in the courtroom
 4. Information regarding the status and disposition of ~~their~~ cases
 5. Property return and assistance with restitution
 6. Assistance in applying for crime victim's compensation
 7. Other ~~appropriate~~ information or assistance that is needed ~~or determined appropriate.~~
- D. Details of this program and links to VWAP resources are made available on the Department's website and through social media.

III. **Preliminary Investigations**

- A. The primary responsibility for providing assistance to a victim or witness ~~will be the first responder~~ shall be that of the initial responding Officer(s) to a scene.
- B. At the point of initial contact with the victim or witness of a crime, and after emergency assistance has been rendered, the initial responding Officer(s) shall render the following services in addition to ~~performing~~ other normal investigative measures:
- ~~1.A.~~ When applicable, provide each victim / witness of a crime with a Crime Victim's Bill of Rights notification. The Bill of Right's Notification provides the case number, ~~name of the Officer's name~~ working the case, and information regarding the applicable services provided by the ~~Victim / Witness Program~~ VWAP.
 - ~~2.B.~~ Inform ~~the~~ victim / witness of the subsequent steps in the processing of the case.
 - ~~3.C.~~ Provide a telephone number that the victim / witness may call to report additional information about the case or receive information ~~of~~ ~~about~~ the status of the case.
 - ~~4.D.~~ Advise the victim / witness to call 911 if the suspect, ~~or~~ the suspect's companions, or ~~the suspect's~~ family threatens or otherwise intimidates him or her.

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- 5.E. Advise the victim / witness to call 911 if ~~they~~ he / she needs any additional assistance with victim / witness services.
- 6.F. Refer the victims / witnesses to other service agencies, both private ~~or~~ and public, that may be of assistance.

IV. **Follow-up Investigations**

- A. Scheduling line-ups, interviews, and other required appearances ~~should~~ shall be at the convenience of the victim / witness, whenever feasible. Factors ~~which should that~~ shall be considered in ~~this~~ scheduling these activities include the physical, financial, and emotional well-being of the victim / witness.
- B. If necessary, the ~~Dalton Police~~ Department shall provide transportation to and from the ~~location~~ required appearance for the victim / witness.
- C.A. Whenever feasible, the ~~victim / witness~~ property taken from the victim / witness as evidence by the Department ~~will~~ shall be promptly returned (with the exception of contraband, disputed property, and weapons used in the commission of a crime).
- D.B. Whenever there is a traumatic incident, which requires more than the average amount of victim / witness assistance, the Officer / Investigator shall ~~periodically reconnect with~~ re-contact the victim / witness within a reasonable amount of time to determine whether ~~his / her needs are being met~~ further assistance is required.
- E.C. The ~~Detective or~~ investigating Officer or Investigator shall explain to the victim / witness the procedures involved in the prosecution of their case and their role in these procedures. Caution ~~should~~ shall be used to explain these procedures in such a manner as not to endanger the successful prosecution of the case.
- F.D. If ~~needed~~ required, the ~~detective or~~ investigating Officer or Investigator shall refer the victim / witness to the ~~Conasauga Circuit Victim / Witness Program VWAP~~ for assignment of an advocate and ensure copies of incident and / or supplemental reports are forwarded to the DA's Office.

V. **Threatened Victims / Witnesses**

- A. Threats to any victims or witnesses ~~will~~ shall be documented by an incident report and forwarded to the Criminal Investigations Division for follow-up.
- B. Appropriate assistance and / or protective measures ~~will~~ shall be determined by the nature of each individual case, the level of threat, and the resources available to the Department.
- C. Appropriate assistance may range from the arrest of the individual making any threats to simply talking with the threatened victim / witness.
- D. If the Department becomes aware of danger to a victim or witness, every effort shall be made to promptly contact and offer any assistance and / or protective measures to the threatened person.

RESTRICTED LAW ENFORCEMENT DATA

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- E. If danger to a victim or witness is occurring outside this jurisdiction, the ~~Detective~~ ~~or~~ investigating Officer or Investigator learning of such threat ~~will~~ shall also notify the appropriate jurisdiction.

VI. **Review of Assistance**

- A. The Criminal Investigations Division Commander or his / her designee shall complete a documented review of victim / witness assistance needs and available services within the ~~agency's~~ Department's service area at least once every ~~three~~ two years.
- B. This review is designed to identify appropriate victim / witness services that the Department can provide without duplicating services offered elsewhere in the community, whether by another government agency or by a private-sector organization.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date December 22, 2015	Number GO15-7.24
Subject Body Worn Cameras			
Reference CALEA Standard – 41.3.8		Revised July 24, 2018 June 23, 2020	
Distribution All Personnel	Re-evaluation Date July 2020 June 2022		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department to provide guidelines for the proper use of Body Worn Cameras (BWCs). The use of BWCs provides an unbiased audio / video recording of events that ~~Officers are~~ encountered by Officers and can be an important tool for collecting evidence and maintaining public trust. BWC recordings serve a number of purposes, such as improving the accuracy of incident reports and future court testimony, as well as protecting Officers from false allegations of misconduct. BWC recordings can also be useful as training aids. BWCs are issued to Officers based on availability of the devices.

II. Definition

Body Worn Camera (BWC) – A digital camera worn on an individual Officer's person that records and stores audio and video.

III. Procedures

A. Training

A BWC ~~will~~ **shall** be utilized only by Officers that have had training on the proper use and operation of the device. This training ~~may~~ **shall** include:

1. Setup and maintenance procedures
2. Guidelines for proper use
3. Legal issues ~~involved with~~ **involving** the use of BWCs

B. General Guidelines

1. Officers shall only use BWCs issued by the Department and / or approved by the Chief of Police or his / her designee. All data, images, video, and audio captured, recorded, or otherwise produced by the equipment is the sole property of the Department.

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2. Officers shall not edit, alter, erase, duplicate, copy, share, or otherwise distribute in any manner BWC recordings without prior written authorization and approval from the Chief of Police or his / her designee, except in accordance with this policy.
3. BWCs and **related** equipment should be used with reasonable care to ensure proper functioning. Officers shall inspect and test the BWC prior to each shift in order to verify proper functioning and shall notify their Supervisor of any problems.
4. Officers shall wear the BWC above the midline of their torso and in a position that provides for effective recording. The BWC ~~should~~ **shall** be clearly visible and in plain view of the public.
5. Officers shall note in incident, accident, citation, or other reports when BWC recordings were made during the encounter.

C. Procedures for BWC Use / Recording

This section is not intended to describe every possible situation where a BWC system may be used. In some circumstances, it may not be possible to record an incident due to uncontrollable factors, such as unforeseen, rapid escalation of actions by another party. In such instances, Officers ~~should~~ **shall** activate the BWC when safe to do so.

1. Officers shall utilize BWCs in the performance of their duties when there is no or low reasonable expectation of privacy and the BWC is in plain view.
2. Officers shall record all enforcement-related contacts, when possible. This includes, but is not limited to:
 - a. Investigatory stops / encounters
 - b. Arrests / detentions
 - c. ~~Uses of force~~ **Responses to resistance**
 - d. Searches, ~~and / or~~
 - e. Statements from suspects, witnesses, and / or victims, as appropriate
3. Officers shall also record non-enforcement contacts should they become confrontational, assaultive, or enforcement-oriented.
4. Generally, Officers need not record informal or casual encounters with members of the public, considering that recording people in some circumstances may inhibit **the** sharing **of** information and / or **the** develop**ingment** **of** working relationships in the community.
5. Officers shall activate their BWC prior to initiating any activity where its use

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is anticipated / appropriate or at the earliest practicable opportunity once it becomes apparent that its use is needed. Once a recording begins in any activity, as previously described in ~~Section III, C. 2. a – e~~, Officers ~~may~~ shall not deactivate the BWC until the action has ended. If the Officer deactivates the BWC during such an encounter, he / she must articulate the reason(s) for doing so in the incident report ~~on~~ for the encounter.

6. Officers are not required to give notice that they are using a BWC. However, if asked, Officers ~~should~~ shall advise citizens they are being recorded.
7. Officers are not required to initiate or cease recording an event solely at the demand of a citizen.
8. Officers shall not use a BWC while engaged in off-duty employment. However, Officers that are wearing the duty uniform while engaged in extra-duty employment may choose to wear their assigned BWC, depending on the type of job duties being performed.
- ~~9.8.~~ Officers are encouraged to inform their Supervisor of any video sequences that may have a value for training or might provide a better tactic for other Officers to use.
- ~~10.9.~~ Any data captured by a BWC may be used during criminal or legal processes if the data meets required legal guidelines. All data captured by a BWC is the property of the ~~Dalton Police~~ Department and can be used in administrative reviews and functions.

D. Restrictions

1. BWCs shall only be used in conjunction with official duties, primarily including, but not limited to, the investigation of crime or other violations of the law. Officers ~~may~~ shall not activate the BWC to surreptitiously record:
 - a. Communications with other ~~police~~ Department personnel, without the permission of the Chief of Police or his / her designee
 - b. Conversations that concern matters over which the person being recorded would have a reasonable expectation of privacy.
2. When possible, Officers ~~should~~ shall avoid recording persons with exposed areas of the body that would cause embarrassment or humiliation. If the Officer deactivates the BWC during such an encounter, he / she must articulate the reason(s) for doing so in the incident report ~~on~~ for the encounter.

IV. Recording Control and Management

- A. The security of BWC recordings is the responsibility of the Officer maintaining the recordings. All BWC recordings shall be safeguarded / handled in the same manner as other forms of evidence.

RESTRICTED LAW ENFORCEMENT DATA

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B.A. Download / Storage Procedure

1. Officers shall periodically download all BWC recordings and files from their device to an approved Data Storage System. If the system is a Departmental computer then immediately transfer them to a DVD. This disc shall then be entered into the ~~Dalton Police Department~~ Property and Evidence ~~Unit~~ Section as a new item number under that Officer's MVR case number (see directive GO03.7.9, Overt ~~Electronic~~ Recording and ~~Monitoring~~).
2. Officers shall reference the MVR case number in the narrative of any relevant incident, accident, citation, or other report in order to retrieve the BWC recording for use in court or training.
3. Data shall be stored in compliance with O.C.G.A. 50-18-96.
4. Video recordings from ~~law enforcement body worn devices~~ BWCs or ~~vehicle cameras~~ shall be retained for 180 days from the date of such recording. ~~unless~~ If the recording is part of a criminal investigation, shows a vehicular accident, shows the detainment or arrest of an individual, or shows an ~~law enforcement~~ Officer's ~~use of force~~ response to resistance, it shall be retained for a minimum of 30 months from the date of such recording.

V. Supervisory Responsibilities

- A. Supervisor~~sy personnel~~ shall ensure that Officers equipped with, or responsible for, BWC devices utilize them in accordance with the procedures outlined in this policy.
- B. ~~Quarterly,~~ The Professional Standards Unit ~~will~~ shall review ~~at least five (5)~~ BWC DVDs ~~at random~~ each quarter to determine compliance with policy and training. The Professional Standards Unit ~~will~~ shall submit a memorandum to the Chief of Police and ~~the~~ Patrol Division Commander indicating:
 1. The recordings that were reviewed
 2. The name of the Officers reviewed
 3. A description of any policy violations, rudeness, or training needs associated with the recordings

This policy supersedes any policies previously issued.

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CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



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

May 2020

Incident Response

Monthly Synopsis

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	8	5.19%
Overpressure Rupture, Overheat	2	1.29%
Rescue/Medical	75	48.70%
Hazardous Condition	7	4.54%
Service Call	7	4.54%
Good Intent	32	20.77%
False Alarm	23	14.93%
Total Responses	154	
Average Response Time	3:26	
Estimated Loss	\$102,950	

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	3	1.94%	\$77,700	75.47%
113 Cooking fire, confined to container	1	0.64%	\$0	0.00%
114 Chimney or flue fire, confined to chimney	1	0.64%	\$0	0.00%
131 Passenger vehicle fire	1	0.64%	\$25,250	24.52%
151 Outside rubbish, trash or waste fire	1	0.64%	\$0	0.00%
160 Special outside fire, Other	1	0.64%	\$0	0.00%
	8	5.19%	\$102,950	100.00%
2 Overpressure Rupture, Explosion, Overheat(no fire)				
251 Excessive heat, scorch burns with no	2	1.29%	\$0	0.00%
	2	1.29%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	52	33.76%	\$0	0.00%
322 Motor vehicle accident with injuries	17	11.03%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	6	3.89%	\$0	0.00%
	75	48.70%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	0.64%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	0.64%	\$0	0.00%
444 Power line down	2	1.29%	\$0	0.00%
445 Arcing, shorted electrical equipment	3	1.94%	\$0	0.00%
	7	4.54%	\$0	0.00%
5 Service Call				
500 Service Call, other	3	1.94%	\$0	0.00%
510 Person in distress, Other	1	0.64%	\$0	0.00%
522 Water or steam leak	1	0.64%	\$0	0.00%
531 Smoke or odor removal	1	0.64%	\$0	0.00%
561 Unauthorized burning	1	0.64%	\$0	0.00%
	7	4.54%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	21	13.63%	\$0	0.00%
622 No Incident found on arrival at dispatch	6	3.89%	\$0	0.00%

DALTON

Incident Type Report (Monthly Summary)

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call				
651 Smoke scare, odor of smoke	3	1.94%	\$0	0.00%
652 Steam, vapor, fog or dust thought to be	1	0.64%	\$0	0.00%
653 Smoke from barbecue, tar kettle	1	0.64%	\$0	0.00%
	32	20.77%	\$0	0.00%
7 False Alarm & False Call				
733 Smoke detector activation due to	2	1.29%	\$0	0.00%
735 Alarm system sounded due to malfunction	2	1.29%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.64%	\$0	0.00%
740 Unintentional transmission of alarm, Other	1	0.64%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.64%	\$0	0.00%
743 Smoke detector activation, no fire -	8	5.19%	\$0	0.00%
744 Detector activation, no fire -	1	0.64%	\$0	0.00%
745 Alarm system activation, no fire -	7	4.54%	\$0	0.00%
	23	14.93%	\$0	0.00%

Total Incident Count: 154

Total Est Loss:

\$102,950

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	3	\$6,276,000	\$77,700	\$6,198,300	1.24%	98.76%
131 Passenger vehicle fire	1	\$25,500	\$25,250	\$250	99.02%	0.98%
Grand Totals	4	\$6,301,500	\$102,950	\$6,198,550		

Total Percent Lost: 1.63%

Total Percent Saved: 98.37%

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

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001107	0	05/01/2020	07:53:43	407 Sheridan	735 Alarm system sounded due to	
20-0001108	0	05/01/2020	10:21:04	614 Central	622 No Incident found on arrival at	
20-0001109	0	05/01/2020	14:13:58	118 Hamilton (North)	743 Smoke detector activation, no fire	
20-0001110	0	05/01/2020	15:55:02	501 Dantzler	561 Unauthorized burning	
20-0001111	0	05/01/2020	17:45:52	227 Grace	311 Medical assist, assist EMS crew	
20-0001112	0	05/02/2020	08:01:42	614 Lakemont	653 Smoke from barbecue, tar kettle	
20-0001113	0	05/02/2020	08:42:07	I-75 S. Bound	324 Motor Vehicle Accident with no	
20-0001114	0	05/02/2020	13:22:25	1008 May	311 Medical assist, assist EMS crew	
20-0001115	0	05/02/2020	16:19:07	Walnut (West)	622 No Incident found on arrival at	
20-0001116	0	05/02/2020	17:33:58	1030 Lakeshore (East)	651 Smoke scare, odor of smoke	
20-0001117	0	05/02/2020	19:02:55	1406 Mack	311 Medical assist, assist EMS crew	
20-0001118	0	05/02/2020	22:29:24	462 Cedar	311 Medical assist, assist EMS crew	
20-0001119	0	05/02/2020	23:42:23	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
20-0001120	0	05/03/2020	08:22:25	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001121	0	05/03/2020	17:21:10	1212 Hamilton (North)	611 Dispatched & cancelled en route	
20-0001122	0	05/03/2020	19:23:46	I-75 S. Bound	324 Motor Vehicle Accident with no	
20-0001123	0	05/03/2020	22:34:22	163 Mazda	311 Medical assist, assist EMS crew	
20-0001124	0	05/03/2020	23:10:35	MLK Jr.	311 Medical assist, assist EMS crew	
20-0001125	0	05/04/2020	10:09:50	475 Reed	745 Alarm system activation, no fire -	
20-0001126	0	05/04/2020	11:19:15	1201 Burleyson	743 Smoke detector activation, no fire	
20-0001127	0	05/04/2020	12:32:30	1750 Brighton	743 Smoke detector activation, no fire	
20-0001128	0	05/04/2020	14:03:51	1300 Waugh (West)	745 Alarm system activation, no fire -	
20-0001129	0	05/04/2020	17:43:11	1308 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001130	0	05/05/2020	01:41:09	1220 Broadrick	743 Smoke detector activation, no fire	
20-0001131	0	05/05/2020	10:38:20	148 Castle	311 Medical assist, assist EMS crew	
20-0001132	0	05/05/2020	13:31:05	505 Whitener	311 Medical assist, assist EMS crew	
20-0001133	0	05/05/2020	17:06:32	Glenwood (North)	131 Passenger vehicle fire	\$25,250
20-0001134	0	05/05/2020	17:10:50	I-75 S. Bound	322 Motor vehicle accident with	
20-0001135	0	05/05/2020	17:16:10	North Bypass	322 Motor vehicle accident with	
20-0001136	0	05/05/2020	17:30:10	Thornton (North)	622 No Incident found on arrival at	

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

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001137	0	05/05/2020	17:36:40	802 Atkinson	251 Excessive heat, scorch burns with	
20-0001138	0	05/05/2020	18:19:33	205 Selvidge St. (North)	745 Alarm system activation, no fire -	
20-0001139	0	05/06/2020	07:57:52	1200 Memorial	745 Alarm system activation, no fire -	
20-0001140	0	05/06/2020	11:15:34	1200 Memorial	744 Detector activation, no fire -	
20-0001141	0	05/06/2020	11:25:39	Smith Industrial	322 Motor vehicle accident with	
20-0001142	0	05/06/2020	22:14:02	314 Sycamore	651 Smoke scare, odor of smoke	
20-0001143	0	05/07/2020	09:09:02	1310 Walnut (West)	745 Alarm system activation, no fire -	
20-0001144	0	05/07/2020	14:56:48	1409 Coronet	741 Sprinkler activation, no fire -	
20-0001145	0	05/07/2020	16:34:24	915 Lake	151 Outside rubbish, trash or waste	
20-0001146	0	05/07/2020	22:00:39	1205 Glenwood (North)	611 Dispatched & cancelled en route	
20-0001147	0	05/08/2020	06:25:17	708 Delta	111 Building fire	\$76,000
20-0001148	0	05/08/2020	14:05:49	1608 Chattanooga	311 Medical assist, assist EMS crew	
20-0001149	0	05/08/2020	16:14:27	MM I-75 S. Bound	611 Dispatched & cancelled en route	
20-0001150	0	05/08/2020	16:43:31	1200 Memorial	733 Smoke detector activation due to	
20-0001151	0	05/08/2020	18:08:43	2311 Chattanooga	611 Dispatched & cancelled en route	
20-0001152	0	05/08/2020	19:13:06	1300 Vann	611 Dispatched & cancelled en route	
20-0001153	0	05/09/2020	01:19:48	1902 Villa	743 Smoke detector activation, no fire	
20-0001154	0	05/09/2020	05:50:30	Walnut (East)	322 Motor vehicle accident with	
20-0001155	0	05/09/2020	09:00:15	1100 Walnut (East)	611 Dispatched & cancelled en route	
20-0001156	0	05/09/2020	09:21:48	615 Glenwood	611 Dispatched & cancelled en route	
20-0001157	0	05/09/2020	11:38:41	Walnut (East)	322 Motor vehicle accident with	
20-0001158	0	05/09/2020	14:24:33	1201 Covie	611 Dispatched & cancelled en route	
20-0001159	0	05/09/2020	17:18:35	2325 Chattanooga	311 Medical assist, assist EMS crew	
20-0001160	0	05/09/2020	19:46:58	Plesant Grove	611 Dispatched & cancelled en route	
20-0001161	0	05/09/2020	22:15:54	808 Beirut	311 Medical assist, assist EMS crew	
20-0001162	0	05/10/2020	12:43:25	603 Red Bird	311 Medical assist, assist EMS crew	
20-0001163	0	05/10/2020	23:46:26	1200 Memorial	611 Dispatched & cancelled en route	
20-0001164	0	05/11/2020	07:03:41	1306 Georgian	311 Medical assist, assist EMS crew	
20-0001165	0	05/11/2020	08:35:20	615 Thornton (South)	611 Dispatched & cancelled en route	
20-0001166	0	05/11/2020	11:43:03	Cleveland	324 Motor Vehicle Accident with no	

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

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001167	0	05/11/2020	12:32:15	815 Shugart	735 Alarm system sounded due to	
20-0001168	0	05/11/2020	15:34:51	Thornton (South)	324 Motor Vehicle Accident with no	
20-0001169	0	05/11/2020	15:56:05	1500 Habersham	311 Medical assist, assist EMS crew	
20-0001170	0	05/11/2020	16:45:06	1902 Villa	500 Service Call, other	
20-0001171	0	05/11/2020	17:32:35	1012 Morris (East)	611 Dispatched & cancelled en route	
20-0001172	0	05/11/2020	19:56:03	1501 Cleveland	611 Dispatched & cancelled en route	
20-0001173	0	05/11/2020	21:17:40	801 Selvidge St. (North)	311 Medical assist, assist EMS crew	
20-0001174	0	05/12/2020	10:42:57	817 Hamilton (South)	510 Person in distress, Other	
20-0001175	0	05/12/2020	15:35:10	Walnut (East)	322 Motor vehicle accident with	
20-0001176	0	05/12/2020	17:34:16	785 Shugart	311 Medical assist, assist EMS crew	
20-0001177	0	05/12/2020	20:46:05	North Bypass	611 Dispatched & cancelled en route	
20-0001178	0	05/12/2020	23:16:45	1308 Georgian	652 Steam, vapor, fog or dust thought	
20-0001179	0	05/12/2020	23:51:07	1030 Willowdale	311 Medical assist, assist EMS crew	
20-0001180	0	05/13/2020	10:24:53	335 Goodwill	651 Smoke scare, odor of smoke	
20-0001181	0	05/13/2020	12:12:44	2209 Old Ivy	743 Smoke detector activation, no fire	
20-0001182	0	05/13/2020	18:05:48	1307 Georgian	311 Medical assist, assist EMS crew	
20-0001183	0	05/13/2020	18:41:29	1212 Broadrick	311 Medical assist, assist EMS crew	
20-0001184	0	05/13/2020	19:25:05	Walnut (East)	322 Motor vehicle accident with	
20-0001185	0	05/14/2020	20:21:27	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001186	0	05/15/2020	03:59:50	617 Peachtree	311 Medical assist, assist EMS crew	
20-0001187	0	05/15/2020	11:01:05	1805 Greenbush	745 Alarm system activation, no fire -	
20-0001188	0	05/15/2020	14:37:05	North Bypass	322 Motor vehicle accident with	
20-0001189	0	05/15/2020	18:34:16	2080 Chattanooga	411 Gasoline or other flammable liquid	
20-0001190	0	05/15/2020	22:21:06	606 Woodland (West)	311 Medical assist, assist EMS crew	
20-0001191	0	05/16/2020	02:42:11	900 Shugart	445 Arcing, shorted electrical	
20-0001192	0	05/16/2020	11:45:56	805 Professional	311 Medical assist, assist EMS crew	
20-0001193	0	05/16/2020	14:23:41	312 Matilda (East)	311 Medical assist, assist EMS crew	
20-0001194	0	05/16/2020	18:27:00	1212 Broadrick	311 Medical assist, assist EMS crew	
20-0001195	0	05/16/2020	18:39:21	Waring	322 Motor vehicle accident with	
20-0001196	0	05/17/2020	01:48:03	1008 Hair	311 Medical assist, assist EMS crew	

DALTON

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

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss
20-0001197	0	05/18/2020	03:52:03	314	Sycamore	531 Smoke or odor removal	
20-0001198	0	05/18/2020	06:05:10	510	Tibbs (South)	745 Alarm system activation, no fire -	
20-0001199	0	05/18/2020	14:12:51	1052	Factory	311 Medical assist, assist EMS crew	
20-0001200	0	05/19/2020	06:30:31	715	College	311 Medical assist, assist EMS crew	
20-0001201	0	05/19/2020	09:20:51	602	School	311 Medical assist, assist EMS crew	
20-0001202	0	05/19/2020	13:56:14		Walnut (West)	322 Motor vehicle accident with	
20-0001203	0	05/19/2020	16:44:16		Walnut (East)	322 Motor vehicle accident with	
20-0001204	0	05/19/2020	17:00:31	1305	Looper	736 CO detector activation due to	
20-0001205	0	05/19/2020	17:40:45	1904	Hamilton (South)	111 Building fire	\$1,500
20-0001206	0	05/19/2020	19:10:07	337	I-75 S. Bound	622 No Incident found on arrival at	
20-0001207	0	05/19/2020	20:20:36	1904	Hamilton (South)	740 Unintentional transmission of	
20-0001208	0	05/19/2020	21:58:04	2500	Ravine (North)	114 Chimney or flue fire, confined to	
20-0001209	0	05/19/2020	22:52:49	810	Dogwood	311 Medical assist, assist EMS crew	
20-0001210	0	05/20/2020	00:01:00	604	Kenilworth	251 Excessive heat, scorch burns with	
20-0001211	0	05/20/2020	01:09:52	1007	Hair	311 Medical assist, assist EMS crew	
20-0001212	0	05/20/2020	01:50:30	1806	Shadow	311 Medical assist, assist EMS crew	
20-0001213	0	05/20/2020	06:53:14	1313	Winton	160 Special outside fire, Other	
20-0001214	0	05/20/2020	15:47:31	1125	Walnut (East)	611 Dispatched & cancelled en route	
20-0001215	0	05/20/2020	21:20:45	508	Loveman	311 Medical assist, assist EMS crew	
20-0001216	0	05/20/2020	22:06:32	414	Benton	113 Cooking fire, confined to	
20-0001217	0	05/21/2020	03:53:50	875	Shugart	311 Medical assist, assist EMS crew	
20-0001218	0	05/21/2020	07:14:01	1012	Alabama	611 Dispatched & cancelled en route	
20-0001219	0	05/21/2020	12:18:04		North Bypass	322 Motor vehicle accident with	
20-0001220	0	05/21/2020	22:09:50	1013	Crawford (West)	412 Gas leak (natural gas or LPG)	
20-0001221	0	05/22/2020	05:35:46	1014	Bonanza	311 Medical assist, assist EMS crew	
20-0001222	0	05/22/2020	13:36:22		Waugh (West)	324 Motor Vehicle Accident with no	
20-0001223	0	05/22/2020	20:33:19	810	Red Clay	111 Building fire	\$200
20-0001224	0	05/23/2020	11:54:46	211	Fields	311 Medical assist, assist EMS crew	
20-0001225	0	05/23/2020	23:46:39	403	Underwood	311 Medical assist, assist EMS crew	
20-0001226	0	05/24/2020	12:03:37		Shugart	322 Motor vehicle accident with	

DALTON

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

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss
20-0001227	0	05/24/2020	18:37:19	1605	Rio Vista	311 Medical assist, assist EMS crew	
20-0001228	0	05/25/2020	00:50:52	906	MLK Jr.	445 Arcing, shorted electrical	
20-0001229	0	05/25/2020	07:05:40		Lakemont	444 Power line down	
20-0001230	0	05/25/2020	10:43:45	620	Glenwood (South)	311 Medical assist, assist EMS crew	
20-0001231	0	05/25/2020	11:05:14	805	Professional	311 Medical assist, assist EMS crew	
20-0001232	0	05/25/2020	12:29:47	875	Shugart	611 Dispatched & cancelled en route	
20-0001233	0	05/25/2020	13:13:38	1320	Winton	743 Smoke detector activation, no fire	
20-0001234	0	05/25/2020	19:55:29	310	Brookhollow Ind.	733 Smoke detector activation due to	
20-0001235	0	05/26/2020	01:01:29	735	McGhee	311 Medical assist, assist EMS crew	
20-0001236	0	05/26/2020	08:32:51	1102	Burleyson	311 Medical assist, assist EMS crew	
20-0001237	0	05/26/2020	08:38:48	1605	Rio Vista	311 Medical assist, assist EMS crew	
20-0001238	0	05/26/2020	08:55:57	801	Walnut (East)	622 No Incident found on arrival at	
20-0001239	0	05/26/2020	11:30:00	129	Andasol	743 Smoke detector activation, no fire	
20-0001240	0	05/26/2020	15:18:29		Glenwood (North)	324 Motor Vehicle Accident with no	
20-0001241	0	05/26/2020	17:50:34	1004	Willow Park Lane	611 Dispatched & cancelled en route	
20-0001242	0	05/26/2020	18:07:25	801	Chattanooga	322 Motor vehicle accident with	
20-0001243	0	05/26/2020	19:09:31	501	Dantzler	311 Medical assist, assist EMS crew	
20-0001244	0	05/27/2020	07:40:50	300	Waugh (West)	500 Service Call, other	
20-0001245	0	05/27/2020	14:41:43	1575	Threadmill	611 Dispatched & cancelled en route	
20-0001246	0	05/27/2020	17:41:09		Glenwood (North)	322 Motor vehicle accident with	
20-0001247	0	05/27/2020	17:47:22		Glenwood (North)	322 Motor vehicle accident with	
20-0001248	0	05/28/2020	01:08:40	816	Shugart	311 Medical assist, assist EMS crew	
20-0001249	0	05/28/2020	17:38:48	1247	Glenwood (North)	322 Motor vehicle accident with	
20-0001250	0	05/28/2020	17:52:45	1221	Nelson	622 No Incident found on arrival at	
20-0001251	0	05/29/2020	15:05:01		Tibbs (North)	444 Power line down	
20-0001252	0	05/29/2020	18:20:25	1804	Kimberly Park	500 Service Call, other	
20-0001253	0	05/30/2020	05:42:15	400	Anderson	311 Medical assist, assist EMS crew	
20-0001254	0	05/30/2020	07:05:25	2225	Hamilton Extension	611 Dispatched & cancelled en route	
20-0001255	0	05/30/2020	17:07:08	2505	Walnut (East)	611 Dispatched & cancelled en route	
20-0001256	0	05/30/2020	19:09:15	791	Bermuda	311 Medical assist, assist EMS crew	

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

Alarm Date Between {05/01/2020} And {05/31/2020}

Incident	Exp	Alm Date	Time		Location	Incident Type	Est Loss	
20-0001257	0	05/30/2020	20:12:00	426	Underwood	311 Medical assist, assist EMS crew		
20-0001258	0	05/30/2020	21:23:47	1110	Burleyson	311 Medical assist, assist EMS crew		
20-0001259	0	05/31/2020	14:17:51	307	Valley	445 Arcing, shorted electrical		
20-0001260	0	05/31/2020	15:36:13	380	Hollywood	522 Water or steam leak		
Total Incident Count		154					Total Est Loss	\$102,950

DALTON

Incident Type Period Comparisons

Alarm Date Between {05/01/2020} and {05/31/2020}

Incident Type	05/01/2020	05/01/2019	05/01/2018	05/01/2017
	to 05/31/2020	to 05/31/2019	to 05/31/2018	to 05/31/2017
111 Building fire	3	1	1	3
113 Cooking fire, confined to container	1	0	2	1
114 Chimney or flue fire, confined to chimney or	1	0	0	0
118 Trash or rubbish fire, contained	0	0	1	1
131 Passenger vehicle fire	1	2	1	4
138 Off-road vehicle or heavy equipment fire	0	0	0	1
142 Brush or brush-and-grass mixture fire	0	1	1	1
143 Grass fire	0	2	0	1
151 Outside rubbish, trash or waste fire	1	1	1	1
154 Dumpster or other outside trash receptacle fire	0	0	1	0
160 Special outside fire, Other	1	0	0	1
251 Excessive heat, scorch burns with no ignition	2	0	1	2
311 Medical assist, assist EMS crew	52	202	189	209
322 Motor vehicle accident with injuries	17	17	15	2
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	1	1
324 Motor Vehicle Accident with no injuries	6	8	10	0
331 Lock-in (if lock out , use 511)	0	0	0	1
353 Removal of victim(s) from stalled elevator	0	1	0	0
356 High-angle rescue	0	0	0	1
411 Gasoline or other flammable liquid spill	1	1	0	1
412 Gas leak (natural gas or LPG)	1	2	1	2
413 Oil or other combustible liquid spill	0	0	0	1
421 Chemical hazard (no spill or leak)	0	0	0	1
422 Chemical spill or leak	0	0	0	1
424 Carbon monoxide incident	0	0	1	1
440 Electrical wiring/equipment problem, Other	0	1	0	0
442 Overheated motor	0	1	1	0

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Incident Type Period Comparisons

Alarm Date Between {05/01/2020} and {05/31/2020}

Incident Type	05/01/2020 to 05/31/2020	05/01/2019 to 05/31/2019	05/01/2018 to 05/31/2018	05/01/2017 to 05/31/2017
444 Power line down	2	2	2	4
445 Arcing, shorted electrical equipment	3	0	2	0
461 Building or structure weakened or collapsed	0	0	1	1
463 Vehicle accident, general cleanup	0	0	0	1
500 Service Call, other	3	0	0	0
510 Person in distress, Other	1	0	0	0
512 Ring or jewelry removal	0	1	0	0
522 Water or steam leak	1	1	1	3
531 Smoke or odor removal	1	2	0	0
542 Animal rescue	0	1	0	2
550 Public service assistance, Other	0	1	0	0
551 Assist police or other governmental agency	0	0	1	1
553 Public service	0	2	3	1
554 Assist invalid	0	0	1	0
561 Unauthorized burning	1	1	3	1
600 Good intent call, Other	0	0	0	1
611 Dispatched & cancelled en route	21	24	38	26
622 No Incident found on arrival at dispatch address	6	9	5	5
631 Authorized controlled burning	0	0	0	1
632 Prescribed fire	0	1	0	0
651 Smoke scare, odor of smoke	3	1	4	5
652 Steam, vapor, fog or dust thought to be smoke	1	0	1	0
653 Smoke from barbecue, tar kettle	1	0	0	0
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	0	0	1	0
713 Telephone, malicious false alarm	0	0	1	0
715 Local alarm system, malicious false alarm	0	0	1	1

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Incident Type Period Comparisons

Alarm Date Between {05/01/2020} and {05/31/2020}

Incident Type	05/01/2020	05/01/2019	05/01/2018	05/01/2017
	to	to	to	to
	05/31/2020	05/31/2019	05/31/2018	05/31/2017
730 System malfunction, Other	0	0	0	1
731 Sprinkler activation due to malfunction	0	1	0	0
733 Smoke detector activation due to malfunction	2	1	7	0
734 Heat detector activation due to malfunction	0	0	1	2
735 Alarm system sounded due to malfunction	2	6	6	0
736 CO detector activation due to malfunction	1	1	1	0
740 Unintentional transmission of alarm, Other	1	0	0	0
741 Sprinkler activation, no fire - unintentional	1	2	3	1
742 Extinguishing system activation	0	1	0	0
743 Smoke detector activation, no fire -	8	9	5	3
744 Detector activation, no fire - unintentional	1	1	2	2
745 Alarm system activation, no fire - unintentional	7	7	7	11
814 Lightning strike (no fire)	0	1	0	0
Totals	<u>154</u>	<u>316</u>	<u>324</u>	<u>311</u>

Dalton Fire Department

Monthly Emergency Response Time Analysis

Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	5	2.4 %
	01	32	15.7 %
	02	49	24.1 %
	03	55	27.0 %
	04	33	16.2 %
	05	14	6.8 %
	06	7	3.4 %
	07	4	1.9 %
	08	2	0.9 %
	09	1	0.4 %
	11	1	0.4 %

Overall Average Response Time: 00:03:26

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

Response		Count	Percentage
Hrs	Mins		
	< 01	7	15.9%
	01	1	2.2%
	02	1	2.2%
	03	6	13.6%
	04	8	18.1%
	05	5	11.3%
	06	9	20.4%
	07	4	9.0%
	11	3	6.8%

Overall Average Response Time: 00:04:46

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
5/1/19 –5/31/19**

Total incidents in time period – 78

EMS on-scene prior to DFD – 31

EMS not on-scene prior – 47

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

Training Division Monthly Report

May 2020

Overview

Recruit Class 2020-01 concluded on May 22nd with 2 candidates successfully completing the program. The candidates challenged state and national certification testing for Firefighter 1, Firefighter 2, and Hazardous Materials Awareness/Operations on May 29th. A total of 5 Dalton Police officers attended DFD's 80-hour Emergency Medical Responder training alongside our recruits. The department hosted the National Fire Academy's Incident Safety Officer course with 15 students enrolled from the Northwest Georgia and Metro Atlanta areas. 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 May totaled 3,226.

Outside Schools

One firefighter completed the online offering of Acting Officer in Charge for the Fire Service through GPSTC's online learning portal.

One of the department's medical instructors attended the National Fire Academy's Health & Safety Program Manager course at Walker County Fire Rescue.

A total of 5 personnel attended the National Fire Academy's Incident Safety Officer course in May.

Support Functions

- 200 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 1,143 hours in May
- 144 hours were attributed to spring hydrant detail
- Annual fire hose service testing was completed in May
- 23 hours were dedicated to fire investigation and related activities
- SCBA maintenance consumed 13 hours during the month

Prevention Division Monthly Report

May 2020

Inspections

Annual Inspections	Total:	6
Apartment Inspections	Total:	
Site Inspections	Total:	77
Fire Alarm Inspection	Total:	1
Sprinkler System Inspection	Total:	
New Kitchen Hood Inspections	Total:	
Knox Box Installation	Total:	7
Occupational Tax Certificate Inspections	Total:	13
Alcohol Inspections	Total:	
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	1
100 Percent Inspections	Total:	
Pre-Incident Surveys	Total:	
Plan Reviews	Total:	1
Addressing	Total:	4
Total Inspections		110

Public Relations

Fire Safety Education

Events	Total:	6
Staff Members Participated	Total:	17
Staff Hours	Total:	12
Number of Adults Reached	Total:	341
Number of Children Reached	Total:	120
Total Residents Reached		461

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {05/01/2020} And
{05/31/2020}

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
05/27/2020	10:21	20016 Kraus 2216 Abutment RD	0.09	
05/27/2020	10:15	20642 Shaw T-9 2428 Abutment RD	0.03	
05/26/2020	13:22	20012 Suburban Gas 1902 Abutment RD	0.01	
05/26/2020	13:28	20262 Marquis 2669 Abutment RD	0.10	
05/26/2020	14:01	20031 Secoa Technology 466 Bear Creek RD	0.04	
05/29/2020	15:21	20651 The Recreational Group 205 Boring DR	0.03	
Total Activities for Type: 6			0.30	

210 INSPECTION - Site Inspection

05/29/2020	09:41	10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.18	
05/29/2020		10242 Northwest Customs 451 Hamilton (North) ST	0.00	
05/29/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
05/29/2020		10184 Morris Inovative High School 104 Fort Hill TER	0.00	
05/29/2020		50094 Christian Heritage Elementary School 1600 MLK Jr. BLVD	0.00	
05/29/2020		50137 Christian Heritage High School 1601 MLK Jr. BLVD	0.00	
05/29/2020		10440 Roan Street Elementary School 1116 Roan ST	0.00	
05/29/2020		10524 Westwood Elementary School 708 Trammell ST	0.00	
05/29/2020		10355 Dalton High School 1500 Manly ST	0.00	
05/29/2020		10484 Car Aid 1617 Morris (East) ST	0.00	
05/20/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {05/01/2020} And
{05/31/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
05/28/2020	09:10	20437 Regions Bank 500 Walnut (East) AVE	0.08	
05/28/2020		10188 Whimsey in Black 267 Hamilton (North) ST	0.00	
05/27/2020		10789 Ross Woods Adult Day Services 1402 Walston AVE	0.00	
05/27/2020		20054 Plaze Georgia 310 Brookhollow Ind. BLVD	0.00	
05/27/2020		20377 STR 2670 Abutment RD	0.00	
05/27/2020		20265 STR 2680 Abutment RD	0.00	
05/27/2020		20258 AMT Advanced Machine Tech, Inc. 2600 Abutment RD	0.00	
05/27/2020		20259 Emerald Carpets 2650 Abutment RD	0.00	
05/27/2020		20652 Holmes Welding Inc. 213 Boring DR	0.00	
05/27/2020		20651 The Recreational Group 205 Boring DR	0.00	
05/27/2020		20631 Sonoco 2580 Abutment RD /Dalton, GA 30721	0.00	
05/27/2020		20257 ProGlobal Products 2493 Abutment RD	0.00	
05/27/2020		20254 Leading the Way Transport 2473 Abutment RD	0.00	
05/26/2020		10622 Dalton Place Senior Living 1300 Waugh (West) ST	0.00	
05/26/2020		30287 Anna Shaw's Children Institute 1201 Burleyson RD	0.00	
05/26/2020		30004 Ridgewood Manor 1110 Burleyson RD	0.00	
05/26/2020		30003 Wood Dale Health Care 1102 Burleyson RD	0.00	
05/26/2020		10004 Bradley Wellness Center/Whiteside Rehab 1225 Broadrick DR	0.00	
05/26/2020		10615 Cornerstone Medical Plaza 1107 Memorial DR	0.00	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {05/01/2020} And
{05/31/2020}

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
05/26/2020		10783 Peeples Cancer Center 1215 Memorial DR	0.00	
05/26/2020		30015 Hamilton Diagnostic 1407 Thornton (North) AVE	0.00	
05/26/2020		30141 Barrett Properties 1008 Professional BLVD	0.00	
05/26/2020		30258 US Renal Care Dalton 1009 Professional BLVD	0.00	
05/26/2020		10599 Regency Park 1212 Broadrick DR	0.00	
05/26/2020		20488 Del Rey Farms 2518 Walnut (East) AVE	0.00	
05/26/2020		20697 Cosmo Prof 801 Walnut (East) AVE /Suite F	0.00	
05/26/2020		20054 Plaze Georgia 310 Brookhollow Ind. BLVD	0.00	
05/26/2020		20813 Krystal's 1909 Walnut (East) AVE	0.00	
05/11/2020		2P007 Dalton Mall 816 Walnut Square BLVD /Suite 2	0.00	
05/11/2020		30260 Academy Sports & Outdoors 865 Shugart RD	0.00	
05/11/2020		50157 Ollie's 1205 Glenwood (North) AVE /Suite 1	0.00	
05/13/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
05/19/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
05/11/2020		40059 Kroger 1365 Walnut (West) AVE	0.00	
05/21/2020		20054 Plaze Georgia 310 Brookhollow Ind. BLVD	0.00	
05/21/2020		30205 Wal-Mart 815 Shugart RD	0.00	
05/21/2020		10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.00	
05/22/2020		50014 Winchester Carpets 1205 Royal DR	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {05/01/2020} And
{05/31/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
05/05/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/05/2020		30033 Guest Inn 2220 Chattanooga RD	0.00	
05/05/2020		40020 Holiday Inn Express 934 Market ST	0.00	
05/05/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
05/05/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
05/05/2020		50017 Del Taco 1203 Glenwood (North) AVE	0.00	
05/05/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/06/2020		20183 Villa Paraiso 915 Hamilton (South) ST	0.00	
05/04/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/04/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/04/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/06/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/07/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/07/2020		40170 Ulta Beauty 1310 Walnut (West) AVE /Suite 1	0.00	
05/07/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/07/2020		10386 Cub Cadet of Northwest Ga 921 Morris (East) ST	0.00	
05/07/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
05/08/2020		20191 Lynx Recycling 1029 Hamilton (South) ST	0.00	
05/11/2020	09:01	10742 Stone Ridge Apartments 1104 Walston AVE	0.08	

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Monthly Prevention Inspections by Type

Date Completed Between {05/01/2020} And
{05/31/2020}

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
05/11/2020		30169 Church Of Jesus Christ Of Latter Day St. 610 Shugart RD	0.00	
05/11/2020		30185 Home Depot 875 Shugart RD	0.00	
05/11/2020		40063 Food City 1308 Walnut (West) AVE	0.00	
05/11/2020		10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.00	
05/11/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
05/12/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
05/12/2020		2P007 Dalton Mall 816 Walnut Square BLVD /Suite 2	0.00	
05/12/2020		30173 N.W. GA. Home Health and Oxygen 412 North Park DR	0.00	
05/12/2020		20815 Dalton Collision Center 927 Hamilton (South) ST	0.00	
Total Activities for Type: 77			0.34	
221 INSPECTION - Fire Alarm				
05/28/2020		50076 Food City 1287 Glenwood (North) AVE	0.00	
Total Activities for Type: 1			0.00	
251 INSPECTION - Knox Box Installation				
05/13/2020		20324 Add Bac 1001 Riverbend RD	0.00	
05/13/2020		20411 Add Bac 110 Walnut (East) AVE	0.00	
05/13/2020		20129 Add Bac 600 Fifth AVE	0.00	
05/06/2020		20488 Del Rey Farms 2518 Walnut (East) AVE	0.00	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {05/01/2020} And
{05/31/2020}

Date	Time	Occupancy	Hrs	Fee
251 INSPECTION - Knox Box Installation				
05/19/2020	14:52	10005 Medical Arts Building 1109 Burleyson RD	0.01	
05/19/2020		10615 Cornerstone Medical Plaza 1107 Memorial DR	0.00	
05/11/2020		20804 O'Riley Auto Parts 2133 Walnut (East) AVE	0.00	
Total Activities for Type: 7			0.01	
261 INSPECTION - OTC				
05/11/2020		10540 Fairway Independent Mortgage 307 Emery (West) ST /C	0.00	
05/20/2020		20017 Sonic 2702 Airport RD	0.00	
05/20/2020	10:33	40061 Sonic 1369 Walnut (West) AVE	0.06	
05/20/2020	09:23	50145 Sonic 1201 Glenwood (North) AVE	0.02	
05/28/2020	08:42	50027 Tiarco-RST 1010 Vista DR	0.81	
05/06/2020		50157 Ollie's 1205 Glenwood (North) AVE /Suite 1	0.00	
05/07/2020		10280 Tasker's Barber and Salon 310 Hamilton (South) ST	0.00	
05/07/2020	09:12	10661 Underwood Cleaners 532 Underwood ST /A	0.14	
05/04/2020		10804 Klutch Beauty 114 Glenwood (North) AVE /Suite C	0.00	
05/11/2020		10807 Tenoch LLC 319 Hamilton (North) ST	0.00	
05/21/2020	08:31	10811 Tony's Wheel, Tires, and Accessories LLC 700 Glenwood (North) AVE	0.66	
05/26/2020	12:23	10277 Earth's Remedies 300 Hamilton (South) ST	0.24	
05/26/2020	10:54	10455 Proclaim Home Care Inc. 313 Selvidge St. (North) /Suite 301	0.42	

DALTON

Monthly Prevention Inspections by Type

Date Completed Between {05/01/2020} And
{05/31/2020}

Date	Time	Occupancy	Hrs	Fee
261 INSPECTION - OTC				
=====				
Total Activities for Type:			13	2.35
280 INSPECTION - 80				

05/19/2020		10359 Hamilton Medical Center	0.00	
		1200 Memorial DR		

Total Activities for Type:			1	0.00
Grand Total Activities:			105	
Grand Totals:			3.00	0.00

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {05/01/2020} And
{05/31/2020}**

10771 American Import Auto Parts LLC.
 412 Hamilton (North) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
05/29/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: 68 cars on property. Owner states he will have 10 cars removed by 5-29-2020. Should be reduced by 20 cars.					

Total Individual Violation Codes for Occupancy: 1

10277 Earth's Remedies
 300 Hamilton (South) ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
05/26/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
Notes: Add Knox Box to building.					
05/26/2020	2018 IFC 906.3 Fire extinguisher, correct size	1			0
Notes: Add two extinguishers.					

Total Individual Violation Codes for Occupancy: 2

10455 Proclaim Home Care Inc.
 313 Selvidge St. (North)
 Suite 301
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
05/26/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
Notes: Install Knox Box as discussed					
05/26/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Install blanks in open spaces in electrical panels and install electrical room signage.					

* Denotes Violations Corrected or Variance Issued

06/04/2020 07:04

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DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {05/01/2020} And
{05/31/2020}**

10455 Proclaim Home Care Inc.
 313 Selvidge St. (North)
 Suite 301
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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Total Individual Violation Codes for Occupancy: 2

50027 Tiarco-RST
 1010 Vista DR
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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05/28/2020	2018 IFC 506.1 Knox Box, requirements met Notes: Install required KnoxBox	1			0
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05/28/2020	2018 NFPA 101 7.10.1.2.1 Approved signage where Notes: Install exit signage as discussed.	1			0
------------	---	---	--	--	---

05/28/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional Notes: Repair or replace non operational exit signage.	1			0
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05/28/2020	2018 NFPA 101 7.9.1.1 Emergency light, installed Notes: Install emergency lighting as discussed.	1			0
------------	--	---	--	--	---

05/28/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates Notes: Repair or replace non operational emergency lighting.	1			0
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05/28/2020	2018 NFPA 101 9.7.1.1 Sprinkler system, Notes: Contact sprinkler contractor to ensure adequate sprinkler coverage throughout the structure, as discussed.	1			0
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05/28/2020	DFDFMO NFPA, ICC Code not specified on checklist Notes: Install hood ventilation to the exterior of the structure or remove the stove.	1			0
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Total Individual Violation Codes for Occupancy: 7

10811 Tony's Wheel, Tires, and Accessories LLC
 700 Glenwood (North) AVE
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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* Denotes Violations Corrected or Variance Issued

06/04/2020 07:04

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DALTON

Monthly Prevention Violations by Occupancy

Violation Date Reported Between {05/01/2020} And {05/31/2020}

05/21/2020	2018 IFC 505.1 Address, in approved	1	0
Notes: Install address signage.			
05/21/2020	2018 IFC 506.1 Knox Box, requirements met	1	0
Notes: Install Knox Box.			
05/21/2020	2018 IFC 604.1 Electrical equipment, no hazards	1	0
Notes: 1) Remove electrical wiring from natural gas supply lines. 2) Electrical wiring must be installed in covered junction box. 3) Replace damaged electrical wiring. 4) Install electrical room signage.			
05/21/2020	2018 IFC 604.4.1 MOD Multi outlet adaptor meets	1	0
Notes: 1) Multi plug adapters must be properly mounted. 2) Multi plug adapters must not be plugged into multi plug adapters. 3) Extension cords and multi plug adapters must not be plugged into one another.			
05/21/2020	2018 IFC 906.2 MOD Fire extinguisher, properly	1	0
Notes: Fire extinguishers require current annual inspection.			

Total Individual Violation Codes for Occupancy: 5

10661 Underwood Cleaners
532 Underwood ST
A
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
05/07/2020	2018 IFC 313.1 Fueled equipment, properly	1			0
Notes: Remove combustibles near gas powered equipment.					
05/07/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Install cover on outlet.					
05/07/2020	2018 IFC 604.4.1 MOD Multi outlet adaptor meets	1			0
Notes: Mount multi plug adapters on wall.					
05/07/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
Notes: Repair or replace exit signage.					
05/07/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates	1			0
Notes: Repair or replace emergency lighting.					

* Denotes Violations Corrected or Variance Issued

06/04/2020 07:04

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DALTON

Monthly Prevention Violations by Occupancy

Violation Date Reported Between {05/01/2020} And
{05/31/2020}

10661 Underwood Cleaners
532 Underwood ST
A
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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Total Individual Violation Codes for Occupancy: 5

Grand Total Violations: 22

* Denotes Violations Corrected or Variance Issued

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06/01/2020 13:13
628mcoke

The City of Dalton
YEAR-TO-DATE BUDGET REPORT

5/31/2020

P 1
glytdbud

FOR 2020 05

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,886,425	0	4,886,425	1,892,871.06	.00	2,993,553.94	38.7%
141400 000011 SALARIES OVERTIME	434,400	0	434,400	146,414.14	.00	287,985.86	33.7%
141400 000020 FICA	412,300	0	412,300	163,182.14	.00	249,117.86	39.6%
141400 000030 PENSION	149,000	0	149,000	59,764.04	.00	89,235.96	40.1%
141400 000032 PENSION - DB PLAN	1,997,725	0	1,997,725	593,246.30	.00	1,404,478.70	29.7%
141400 000040 HOSPITALIZATION I	744,500	0	744,500	304,619.00	.00	439,881.00	40.9%
141400 000043 INSURANCE - FIRE	17,000	0	17,000	.00	.00	17,000.00	.0%
141400 000045 EE LIFE & DISABIL	30,060	0	30,060	11,621.25	.00	18,438.75	38.7%
141400 000050 GENERAL INSURANCE	28,500	1,510	30,010	30,008.52	.00	1.48	100.0%
141400 000060 WORKER COMPENSATI	91,255	0	91,255	38,022.94	.00	53,232.06	41.7%
141400 000095 50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	2,901.67	.00	4,298.33	40.3%
141400 000110 TELEPHONE	31,000	0	31,000	12,456.18	763.37	17,780.45	42.6%
141400 000120 TRAINING EXPENSES	42,000	0	42,000	4,927.19	21.00	37,051.81	11.8%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	2,518.70	.00	981.30	72.0%
141400 000123 HAZMAT MANAGEMENT	26,900	0	26,900	19,645.50	.00	7,254.50	73.0%
141400 000330 UTILITIES	131,500	0	131,500	53,524.02	.00	77,975.98	40.7%
141400 000350 BUILDING MAINT &	60,000	0	60,000	14,375.35	4,077.11	41,547.54	30.8%
141400 000360 LEGAL FEES	4,800	0	4,800	1,672.50	.00	3,127.50	34.8%
141400 000400 EQUIPMENT MAINT &	24,000	0	24,000	8,719.61	180.00	15,100.39	37.1%
141400 000410 GAS & OIL	65,000	-1,510	63,490	18,089.99	.00	45,400.01	28.5%
141400 000440 SUPPLIES	30,000	0	30,000	7,957.17	242.38	21,800.45	27.3%
141400 000450 CLEANING ALLOWANC	49,920	0	49,920	2,162.50	.00	47,757.50	4.3%
141400 000460 UNIFORMS	140,000	0	140,000	77,708.16	1,394.34	60,897.50	56.5%
141400 000830 MAINTENANCE - APP	100,000	0	100,000	72,246.68	1,509.05	26,244.27	73.8%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	1,977.59	.00	6,222.41	24.1%
141400 001030 COMPUTER-SOFTWARE	25,100	0	25,100	3,157.21	.00	21,942.79	12.6%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	764.91	276.12	5,958.97	14.9%
141400 001090 WELLNESS PROGRAM	4,000	0	4,000	.00	.00	4,000.00	.0%
141400 001300 MEALS	16,600	0	16,600	6,483.92	77.00	10,039.08	39.5%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	1,350.70	.00	5,249.30	20.5%
141400 001620 VEHICLE IMPACT FE	1,100	0	1,100	.00	.00	1,100.00	.0%
141400 001665 RADIO SUBSCRIBER	10,750	0	10,750	10,492.20	.00	257.80	97.6%
141400 001990 MISCELLANEOUS	16,000	0	16,000	2,410.34	.00	13,589.66	15.1%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	.00	.00	37,000.00	.0%
141400 084725 BUIDING/GROUNDS M	9,000	0	9,000	1,599.82	.00	7,400.18	17.8%
TOTAL FIRE DEPARTMENT	9,653,335	0	9,653,335	3,566,891.30	8,540.37	6,077,903.33	37.0%
TOTAL GENERAL FUND - OPERATING	9,653,335	0	9,653,335	3,566,891.30	8,540.37	6,077,903.33	37.0%
TOTAL EXPENSES	9,653,335	0	9,653,335	3,566,891.30	8,540.37	6,077,903.33	

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP- 12

Effective: 06-27-2017

Revised: 06-23-2020

Reviewed: 06-23-2020

Fire Chief Signature

DATE

Title: On Duty Injury / Workers' Compensation Procedures

Scope: All Personnel

Policy:

While you are actively at work, you are covered (with limited exceptions) under the city's workers compensation policy. This policy is designed to cover you should you become injured on the job. If you should become injured in any way, report the injury to your supervisor as soon as possible, but no longer than 24 hours after the occurrence.

Personnel should refer to the Georgia State Board of Workers' Compensation Official Notice posted in all locations for a list of approved physicians.

PROCEDURE:

Responsibilities of the injured employee:

Immediate advanced treatment required:

- If needed, contact 911 for an ambulance.
- Notify your supervisor immediately.
- ~~An Authorization for Treatment form shall be filled out and taken to the medical facility by the employee or a supervisor.~~
- Complete Georgia State Board of Workers' Compensation form WC-1 and submit to your supervisor as soon as possible after the injury. All injuries must be reported within 24 hours. If the employee is unable to complete the form due to the injury, the supervisor shall complete the form.
- See addendum attached to this SOP located in Target Solutions

Advanced treatment is not immediately required:

- Notify your supervisor immediately.
- Treat the injury.

- Complete the Georgia State Board of Workers' Compensation form WC-1 and submit to your supervisor as soon as possible after the injury. All injuries must be reported within 24 hours. If the employee is unable to complete the form due to the injury, the supervisor shall complete the form.
- If medical treatment is needed at a later date, contact administration for further assistance.

Responsibilities of the Supervisor:

Immediate advanced treatment required:

- Evaluate and provide first aid.
- Notify 911 for an ambulance if necessary.
- Notify the Shift Commander of the injury.
- ~~Complete the An Authorization for Treatment form (if not done so by the employee) that must be filled out and taken to the medical facility by the employee or a supervisor.~~
- Complete the Georgia State Board of Workers' Compensation form WC-1 (if not done so by the employee) and submit to administration within 24 hours of the incident.
- See addendum attached to this SOP located in Target Solutions

Advanced treatment is not immediately required:

- Treat the injury.
- Ensure the Georgia State Board of Workers' Compensation form WC-1 has been completed and submitted to administration within 24 hours of the incident.
- Notify the Shift Commander.

Follow Up Physician and Rehabilitation

- It is the responsibility of the employee to schedule follow up and rehabilitation appointments. Do not pay for any treatment with your health insurance when being treated for a workers compensation claim.

- ~~• Professional Pharmacy accepts and files with Collins and Co. for Workers' Compensation prescriptions. This is at no cost to the employee. Your pharmacy may not file and you may be required to pay any prescription cost and submit for reimbursement to administration.~~

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP- 12
Effective: 06-27-2017
Revised: 06-23-2020
Reviewed: 06-23-2020

Fire Chief Signature

DATE

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Follow Up Physician and Rehabilitation

- It is the responsibility of the employee to schedule follow up and rehabilitation appointments. Do not pay for any treatment with your health insurance when being treated for a workers compensation claim.

GEORGIA STATE BOARD OF WORKERS' COMPENSATION

EMPLOYER'S FIRST REPORT OF INJURY OR OCCUPATIONAL DISEASE

NOTE: FAILURE TO SUBMIT THIS REPORT TO INSURER IMMEDIATELY MAY RESULT IN PENALTY. MUST BE TYPED OR PRINTED IN BLACK INK.

Board Claim No.	Employee Last Name	Employee First Name	M.I.	Date of Injury
-----------------	--------------------	---------------------	------	----------------

A. IDENTIFYING INFORMATION

EMPLOYEE	<input type="checkbox"/> Male <input type="checkbox"/> Female	Birthdate	Phone Number	Employee E-mail
Mailing Address		City	State	Zip Code
EMPLOYER	Name City of Dalton-Fire Department	NAICS Code 922160	Nature of Business (Trade, Transport, Mfg., etc.) City Municipality	
Mailing Address P O Box 1205		Phone Number 706-278-7363	Employer FEIN 58-6000557	
City Dalton	State GA	Zip Code 30722	Employer E-mail mcrussell@daltonga.gov	
INSURER / SELF-INSURER	Name City of Dalton	Insurer/Self-Insurer FEIN 58-6000557	Insurer/ Self-Insurer File #	
CLAIMS OFFICE	Name Corvel	Claims Office FEIN #	Claims Office Phone 1800-685-4267 opt 2	Claims Office E-mail fnol_fax@corvel.com
SBWC ID# (five digit no.)	Mailing Address P O Box 3279	City Duluth	State GA	Zip Code 30096
EMPLOYMENT/WAGE	Date Hired by Employer	Job Classified Code No. 7710-Firefighters & Drivers	Number of Days Worked Per Week	Wage rate at time of Injury or Disease: <input type="checkbox"/> per Hour <input type="checkbox"/> per Day <input type="checkbox"/> per Week <input type="checkbox"/> per Month
Insurer Type Code <input type="checkbox"/> I - Insurer <input checked="" type="checkbox"/> S-Self-insurer <input type="checkbox"/> Group Fund		List Normally Scheduled Days Off		
INJURY/ILLNESS & MEDICAL	Time of Injury <input type="checkbox"/> am <input type="checkbox"/> pm	County of Injury	Date Employer had knowledge of Injury	Enter First Date Employee Failed to Work a Full Day
Did Employee Receive Full Pay on Date of Injury? <input type="checkbox"/> Yes <input type="checkbox"/> No	Did Injury/Illness Occur on Employer's premises? <input type="checkbox"/> Yes <input type="checkbox"/> No	Type of Injury/Illness	Body Part Affected	
How Injury or Illness / Abnormal Health Condition Occurred				
Treating Physician (Name and Address)		Initial Treatment Given: <input type="checkbox"/> None <input type="checkbox"/> Minor: By Employer <input type="checkbox"/> Minor: Clinical/Hospital <input type="checkbox"/> Emergency Room <input type="checkbox"/> Hospitalized > 24hrs	Hospital / Treating Facility (Name and Address)	If Returned to Work, Give Date: Returned at what wage _____ per Week If Fatal, Enter Complete Date of Death

Report Prepared By (Print or Type)	Telephone Number	Date of Report
------------------------------------	------------------	----------------

☐ B. INCOME BENEFITS Form WC-6 must be filed if weekly benefit is less than maximum

Previously Medical Only <input type="checkbox"/> Yes <input type="checkbox"/> No	Average Weekly Wage: \$ _____ Weekly benefit: \$ _____	Date of disability:
Date of first Payment: _____	Compensation paid: \$ _____ or Date salary paid: _____	Penalty paid: \$ _____
BENEFITS ARE PAYABLE FROM _____ FOR:		
<input type="checkbox"/> Temporary total disability <input type="checkbox"/> Temporary partial disability <input type="checkbox"/> Permanent partial disability of _____ % to _____ for _____ weeks.		
UNTIL _____ WHEN THE EMPLOYEE ACTUALLY RETURNED TO WORK WITHOUT RESTRICTIONS. ALL OTHER SUSPENSIONS REQUIRE THE FILING OF FORM WC-2 WITH THE STATE BOARD OF WORKERS' COMPENSATION AND THE EMPLOYEE.		

☐ C. NOTICE TO CONTROVERT PAYMENT OF COMPENSATION

Benefits will not be paid because:

☐ D. MEDICAL ONLY INJURY (No indemnity benefits are due and/or have NOT been controverted.)

Insurer / Self-Insurer: Type or Print Name of Person Filing Form Corvel-Lisa Smith	Signature	Date
Phone Number 770-225-5950	E-mail lisa_smith@corvel.com	

IF YOU HAVE QUESTIONS PLEASE CONTACT THE STATE BOARD OF WORKERS' COMPENSATION AT 404-656-3818 OR 1-800-533-0682 OR VISIT <http://www.sbwgc.georgia.gov>

WILLFULLY MAKING A FALSE STATEMENT FOR THE PURPOSE OF OBTAINING OR DENYING BENEFITS IS A CRIME SUBJECT TO PENALTIES OF UP TO \$10,000.00 PER VIOLATION (O.C.G.A. §34-9-18 AND §34-9-19).

GEORGIA STATE BOARD OF WORKERS' COMPENSATION

NOTICE TO EMPLOYER

1. Provide prompt medical attention; allow the employee to select a physician from your posted panel, and explain the panel to the employee.
2. Complete Section A of this form immediately upon your knowledge of an injury and send the WC-1 to your insurance company or self-insurer claims office. **FAILURE TO DO SO MAY RESULT IN A PENALTY.**
Do not send this form to the State Board of Workers' Compensation.
3. If you need additional help, call your insurance company or self-insurer claims office.
4. Report serious injuries immediately by telephone to your insurer's claims department, then file this form with your insurance company or self-insurer claims office.

NOTICE TO INSURER / SELF-INSURER

Upon receipt of this form, check to see that it is complete and accurate. Be sure to list the correct Insurance Company and their SBWC ID number.

Complete Section B, C or D and file with the Board and send a copy of both sides of the form to the employee and all counsel of record within 21 days of the employer's knowledge of disability, injury or death.

Section B is completed when indemnity benefits are paid or due, including salary in lieu.

Section C is completed when claim is controverted in full or in part.

Section D is completed when no indemnity benefits are due and/or have NOT been controverted.

Form WC-6 must be filed if weekly benefits are less than the maximum.

NOTICE TO EMPLOYEE

1. This form is provided for your information only.

If Section B is completed, you will receive income benefits on a weekly basis and the employer will pay medical expenses from approved doctors. If you do not receive payment of benefits, or medical bills are not paid, call your employer or your employer's insurance company or self-insurer claims office.

If Section C is completed, your claim of injury has been denied by the employer/insurer. If you disagree with this denial, you must file a form WC-14, Notice of Claim, within one year of the accident with the **State Board of Workers' Compensation, 270 Peachtree Street N.W., Atlanta, Georgia 30303-1299.**

If Section D is completed, you will receive medical benefits only. At this time, indemnity benefits are not due. If your medical bills are not paid, call your employer or your employer's insurance company or self-insured claims office.

For Information or Assistance, contact:

STATE BOARD OF WORKERS' COMPENSATION

Toll Free Telephone: 1-800-533-0682

In Atlanta: (404) 656-3818

<http://www.sbwc.georgia.gov>

GMA Workers' Compensation Self-Insurance Fund (GMA WCSIF)

Contact List

For Reporting Of New Claims, Please Contact:

Corvel Reporting Line: (24 hours)
Fax: (24 hours)
Email:
24/7 Nurse Advocacy/Telehealth Line

1-800-685-4267 option 2
1-866-777-1668
fnol_fax@corvel.com
1-800-685-4267 option 1

Corvel Claim Office
P.O. Box 3279
Duluth, GA 30096
800-685-4267 (toll free) 770-225-5941 (bill inquires)

For general questions or to request a certificate of coverage, please contact: 1-888-488-4462 (outside metro Atlanta)

Dana Goodall , Risk Management Assistant dgoodall@gacities.com	678-686-6220	678-686-6320
Stan Deese , Director, Risk Management Services sdeese@gacities.com	678-686-6221	678-686-6321
Brenda Eckman , WC Claims Manager & Liaison beckman@gacities.com	678-686-6224	678-686-6324

For billing and accounting questions, please contact: 1-888-488-4462 (outside metro Atlanta)

Joel Levy , Accounting Technician (deductible billing inq.) jlevy@gacities.com	678-686-6233	678-686-6333
Dana Goodall , Risk Management Assistant dgoodall@gacities.com	678-686-6220	678-686-6320

Georgia Municipal Association
PO Box 105377
Atlanta, Georgia 30348
404-688-0472 (phone) 678-686-6289 (fax)

AUTHORIZATION FOR MEDICAL TREATMENT

PLEASE RENDER TREATMENT AS MAY BE REQUIRED:

EMPLOYEE'S NAME

PLEASE NOTE: ANY TREATMENT OR DIAGNOSTIC SERVICE PERFORMED OUTSIDE YOUR FACILITY MUST BE PRE-APPROVED BY:

CorVel Corporation
P.O. Box 3279
Duluth, Ga 30096
678-942-7300

Bill Inquiries: 770-225-5941 Fax: 866-434-4759 Email: Duluth_bill_review@corvel.com

Signature of Claims Adjuster approving initial treatment

Date

BASED UPON THE CURRENT EVALUATION, THE EMPLOYEE CAN PERFORM THE FOLLOWING WORK:

FOR PHYSICIAN:

WORK RESTRICTIONS

_____ **NORMAL** – NO RESTRICTIONS

_____ **MEDIUM** – LIFTING UP TO FIFTY (50) POUNDS MAXIMUM WITH FREQUENT LIFTING AND/OR CARRYING OF OBJECTS WEIGHTING UP TO 25 POUNDS.

_____ **LIGHT** – LIFTING OF TWENTY POUNDS MAXIMUM AND CARRYING OF OBJECTS WEIGHING UP TO TEN POUNDS. A JOB IN THIS CATEGORY COULD REQUIRE STANDING OR WALKING TO A SIGNIFICANT DEGREE, PUSHING OR PULLING OF ARM AND LEG CONTROLS.

_____ **SEDENTARY** – LIFTING TEN POUNDS MAXIMUM, LIFTING AND CARRYING OF ARTICLES SUCH AS LEDGERS AND BOOKS. SOME STANDING AND WALKING.

_____ **ADDITIONAL RESTRICTIONS:** _____

DIAGNOSIS: _____

PROGNOSIS: _____

NEXT APPOINTMENT (DATE AND TIME): _____

PHYSICIANS SIGNATURE

DATE



Injured Worker's First Fill Prescription Form

NOTICE TO INJURED WORKER & PHARMACIST:

This temporary First Fill card is only valid if used within 30 days of the reported date of injury. Temporary eligibility through this program allows for a one time fill of prescription medications. For assistance processing claims please contact the CorVel Pharmacy Department at **(800) 563-8438**.

Injured Worker's Name: _____

SS#: _____ **Date of Injury:** _____

INJURED WORKER INSTRUCTIONS:

On your first Pharmacy visit, **please give this notice to any pharmacy listed on this insert to expedite the processing of your approved Workers' Compensation prescriptions, based on the parameters established by Georgia Municipal Association.** With the CorVel pharmacy program, you do not need to complete any paperwork or claim forms. Simply present this CorVel First Fill Prescription Form to the pharmacy. You should not incur any costs or co-pays at the pharmacy and you will be allowed up to a **14** day supply of medications.

PHARMACIST INSTRUCTIONS:

For assistance processing claims please contact the CorVel Pharmacy Department at **(800) 563-8438**. Please use the BIN, PCN, and RxGroup number below to process an online/electronic claim to CorVel:

CORVEL		CVS CAREMARK
BIN:	004336	
PCN:	ADV	
RxGroup:	RXFFWC8738587	
Member ID:	See below to generate ID	

To Generate Member ID: The Injured Worker's 9 digit Social Security Number plus 8 digit Date of Injury will be used as their 17 digit **Member Identification number** when processing their First Fill Prescription: **XXXXXXXXXXMMDDYYYY**

There are over 72,000 Participating Pharmacies in the CorVel Network. Below is a sample listing. Call (800)563-8438 for a participating pharmacy near you.

CostCo Pharmacy	H.E.B. Pharmacies	Meijer Pharmacy	Smith's Food & Drug Centers
CVS	Hy-Vee Pharmacy	Publix Pharmacy	Target Pharmacy
Dominick's Finer Foods	Ingles Pharmacy	Raley's Drug Center	Von's Pharmacy
Drug Mart	Kroger Pharmacy	Rite Aid Pharmacy	Wal-Mart Pharmacy
Fred's Pharmacy	Longs Drug Store	Safeway Pharmacy	Walgreens Pharmacy
Giant Eagle Pharmacy	Marc's Pharmacy	Sav-On Drug Store	Wegman Pharmacy
Giant Food Stores, LLC	Medicine Shoppe	Shoprite Supermarkets	Winn Dixie Pharmacy

CORVEL

WORKERS MUST REPORT ALL ACCIDENTS IMMEDIATELY TO THE EMPLOYER BY ADVISING THE EMPLOYER PERSONALLY, AN AGENT, REPRESENTATIVE, BOSS, SUPERVISOR, OR FOREMAN.

If a worker is injured at work, the employer shall pay medical and rehabilitation expenses within the limits of the law. In some cases, the employer will also pay a part of the worker's lost wages.

Work injuries and occupational diseases should be reported in writing whenever possible. The worker may lose the right to receive compensation if an accident is not reported within 30 days (see O.C.G.A. § 34-9-80).

The employer will supply free of charge, upon request, a form for reporting accidents and will also furnish, free of charge, information about workers' compensation. The employer will also furnish to the employee, upon request, copies of board forms on file with the employer pertaining to an employee's claim.

A worker injured on the job must select a doctor from the list below. The minimum panel shall consist of at least six physicians, including an orthopedic surgeon with no more than two physicians from industrial clinics (see O.C.G.A. § 34-9-201). Further, this panel shall include one minority physician, whenever feasible (see Rule 201 for definition of minority physician). The Board may grant exceptions to the required size of the panel where it is demonstrated that more than four physicians are not reasonably accessible. One change of doctor from the list may be made without permission. Further changes require the permission of the employer or the State Board of Workers' Compensation.

State Board of Workers' Compensation

270 Peachtree Street, N.W.
Atlanta, Georgia 30303-1299
404-656-3818
or 1-800-533-0682
<http://www.sbwcc.georgia.gov>

Dalton Family Practice
Family Practice

1114 Professional Blvd
Dalton, GA 30720
(706) 278-0138

name/address/phone

Dr. Leland Duddleston
Dr. Murray Watson
Priority Care - Dalton

Primary Care
1000 Riverburch Pkwy
Dalton, GA 30722
(706) 226-2273

name/address/phone

Mednow

Urgent Care/Occupational Medicine
2709 Airport Rd Ste 101
Dalton, GA 30721
(706) 275-4444

name/address/phone

Associates in Orthopedics & Sports
Medicine

Orthopedics/Orthopedic Surgery
1104 Professional Blvd
Dalton, GA 30722
(706) 226-5533

name/address/phone

Vaughn Orthopedic & Spine Center
Orthopedics/Orthopedic Surgery

935 Spring Creek Rd, Ste 200
Chattanooga, TN 37404
(423) 664-4787

name/address/phone

Hamilton Convenient Care

Orthopedics/Orthopedic Surgery
1012 Burleyson Drive
Dalton, GA 30720
(706) 529-3245

name/address/phone

Center for Sports Medicine & Ortho
Orthopedics/Orthopedic Surgery

4725 Battlefield Parkway
Ringgold, GA 30736
(423) 624-2696

name/address/phone

Professional Eye Associates
Ophthalmology/Ophthalmic Surgery

1111 Professional Blvd
Dalton, GA 30720
(706) 226-2020

name/address/phone

(Additional doctors may be added on a separate sheet)

The insurance company providing coverage for this business under the Workers' Compensation Law is:

TPA CorVel Corporation
Name

PO Box 898
address

Duluth, GA 30096

(800) 275-8836
phone

AIA Document A101® – 2017

Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum

AGREEMENT made as of the Fifteenth day of June in the year Two Thousand Twenty
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Dalton
300 West Waugh Street, Dalton, GA 30720

and the Contractor:
(Name, legal status, address and other information)

Porter Roofing Contractors Inc.
2505 E 43rd Street
Chattanooga TN 37407

for the following Project:
(Name, location and detailed description)

Roof Replacement for Dalton Fire Department
404 School St, Dalton, GA 30720
Complete removal and replacement of the metal and low slope roofing

The Architect:
(Name, legal status, address and other information)

KRH Architects Inc.
855 Abutment Road Suite 4
Dalton, Ga. 30721

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

The parties should complete A101®-2017, Exhibit A, Insurance and Bonds, contemporaneously with this Agreement. AIA Document A201®-2017, General Conditions of the Contract for Construction, is adopted in this document by reference. Do not use with other general conditions unless this document is modified.

The Owner and Contractor agree as follows.

Init.

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TABLE OF ARTICLES

- 1 THE CONTRACT DOCUMENTS
- 2 THE WORK OF THIS CONTRACT
- 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION
- 4 CONTRACT SUM
- 5 PAYMENTS
- 6 DISPUTE RESOLUTION
- 7 TERMINATION OR SUSPENSION
- 8 MISCELLANEOUS PROVISIONS
- 9 ENUMERATION OF CONTRACT DOCUMENTS

EXHIBIT A INSURANCE AND BONDS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contract Documents consist of this Agreement, Conditions of the Contract (General, Supplementary, and other Conditions), Drawings, Specifications, Addenda issued prior to execution of this Agreement, other documents listed in this Agreement, and Modifications issued after execution of this Agreement, all of which form the Contract, and are as fully a part of the Contract as if attached to this Agreement or repeated herein. The Contract represents the entire and integrated agreement between the parties hereto and supersedes prior negotiations, representations, or agreements, either written or oral. An enumeration of the Contract Documents, other than a Modification, appears in Article 9.

ARTICLE 2 THE WORK OF THIS CONTRACT

The Contractor shall fully execute the Work described in the Contract Documents, except as specifically indicated in the Contract Documents to be the responsibility of others.

ARTICLE 3 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 3.1 The date of commencement of the Work shall be:

(Check one of the following boxes.)

☒ [X] The date of this Agreement.

☐ [] A date set forth in a notice to proceed issued by the Owner.

☐ [] Established as follows:

(Insert a date or a means to determine the date of commencement of the Work.)

If a date of commencement of the Work is not selected, then the date of commencement shall be the date of this Agreement.

§ 3.2 The Contract Time shall be measured from the date of commencement of the Work.

§ 3.3 Substantial Completion

§ 3.3.1 Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion of the entire Work:

(Check one of the following boxes and complete the necessary information.)

☐ Not later than () calendar days from the date of commencement of the Work.

☒ By the following date: August 28, 2020.

§ 3.3.2 Subject to adjustments of the Contract Time as provided in the Contract Documents, if portions of the Work are to be completed prior to Substantial Completion of the entire Work, the Contractor shall achieve Substantial Completion of such portions by the following dates:

Portion of Work	Substantial Completion Date
-----------------	-----------------------------

§ 3.3.3 If the Contractor fails to achieve Substantial Completion as provided in this Section 3.3, liquidated damages, if any, shall be assessed as set forth in Section 4.5.

ARTICLE 4 CONTRACT SUM

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Hundred and Seventy-One Thousand Eight Hundred Seventy Dollars and Zero Cents (\$ 271870.00), subject to additions and deductions as provided in the Contract Documents.

§ 4.2 Alternates

§ 4.2.1 Alternates, if any, included in the Contract Sum:

Item	Price
------	-------

§ 4.2.2 Subject to the conditions noted below, the following alternates may be accepted by the Owner following execution of this Agreement. Upon acceptance, the Owner shall issue a Modification to this Agreement. (Insert below each alternate and the conditions that must be met for the Owner to accept the alternate.)

Item	Price	Conditions for Acceptance
------	-------	---------------------------

§ 4.3 Allowances, if any, included in the Contract Sum:
(Identify each allowance.)

Item	Price
Remove and replace decking	25 ea, \$46.00 per sheet for a total of \$1,150
Contingency Allowance	\$30,000.00

§ 4.4 Unit prices, if any:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
Remove and replace 4'x8', 3/4" decking	Ea	\$46.00

§ 4.5 Liquidated damages, if any:

(Insert terms and conditions for liquidated damages, if any.)

\$250.00 per calendar day for unexcused delay in achieving substantial completion. \$100.00 per calendar day for unexcused delay in achieving final completion

§ 4.6 Other:

(Insert provisions for bonus or other incentives, if any, that might result in a change to the Contract Sum.)

NA

Init.

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ARTICLE 5 PAYMENTS

§ 5.1 Progress Payments

§ 5.1.1 Based upon Applications for Payment submitted to the Architect by the Contractor and Certificates for Payment issued by the Architect, the Owner shall make progress payments on account of the Contract Sum to the Contractor as provided below and elsewhere in the Contract Documents.

§ 5.1.2 The period covered by each Application for Payment shall be one calendar month ending on the last day of the month, or as follows:

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 1st day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 25th day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Forty-five (45) days after the Architect receives the Application for Payment.

(Federal, state or local laws may require payment within a certain period of time.)

§ 5.1.4 Each Application for Payment shall be based on the most recent schedule of values submitted by the Contractor in accordance with the Contract Documents. The schedule of values shall allocate the entire Contract Sum among the various portions of the Work. The schedule of values shall be prepared in such form, and supported by such data to substantiate its accuracy, as the Architect may require. This schedule of values shall be used as a basis for reviewing the Contractor's Applications for Payment.

§ 5.1.5 Applications for Payment shall show the percentage of completion of each portion of the Work as of the end of the period covered by the Application for Payment.

§ 5.1.6 In accordance with AIA Document A201™-2017, General Conditions of the Contract for Construction, and subject to other provisions of the Contract Documents, the amount of each progress payment shall be computed as follows:

§ 5.1.6.1 The amount of each progress payment shall first include:

- .1 That portion of the Contract Sum properly allocable to completed Work;
- .2 That portion of the Contract Sum properly allocable to materials and equipment delivered and suitably stored at the site for subsequent incorporation in the completed construction, or, if approved in advance by the Owner, suitably stored off the site at a location agreed upon in writing; and
- .3 That portion of Construction Change Directives that the Architect determines, in the Architect's professional judgment, to be reasonably justified.

§ 5.1.6.2 The amount of each progress payment shall then be reduced by:

- .1 The aggregate of any amounts previously paid by the Owner;
- .2 The amount, if any, for Work that remains uncorrected and for which the Architect has previously withheld a Certificate for Payment as provided in Article 9 of AIA Document A201-2017;
- .3 Any amount for which the Contractor does not intend to pay a Subcontractor or material supplier, unless the Work has been performed by others the Contractor intends to pay;
- .4 For Work performed or defects discovered since the last payment application, any amount for which the Architect may withhold payment, or nullify a Certificate of Payment in whole or in part, as provided in Article 9 of AIA Document A201-2017; and
- .5 Retainage withheld pursuant to Section 5.1.7.

§ 5.1.7 Retainage

§ 5.1.7.1 For each progress payment made prior to Substantial Completion of the Work, the Owner may withhold the following amount, as retainage, from the payment otherwise due:

(Insert a percentage or amount to be withheld as retainage from each Application for Payment. The amount of retainage may be limited by governing law.)

Init.

10%

§ 5.1.7.1.1 The following items are not subject to retainage:

(Insert any items not subject to the withholding of retainage, such as general conditions, insurance, etc.)

NA

§ 5.1.7.2 Reduction or limitation of retainage, if any, shall be as follows:

(If the retainage established in Section 5.1.7.1 is to be modified prior to Substantial Completion of the entire Work, including modifications for Substantial Completion of portions of the Work as provided in Section 3.3.2, insert provisions for such modifications.)

Upon completion of 50% of the work, the Owner may, if the work is on schedule and in full compliance with the contract documents, cease to withhold further retainage.

§ 5.1.7.3 Except as set forth in this Section 5.1.7.3, upon Substantial Completion of the Work, the Contractor may submit an Application for Payment that includes the retainage withheld from prior Applications for Payment pursuant to this Section 5.1.7. The Application for Payment submitted at Substantial Completion shall not include retainage as follows:

(Insert any other conditions for release of retainage upon Substantial Completion.)

NA

§ 5.1.8 If final completion of the Work is materially delayed through no fault of the Contractor, the Owner shall pay the Contractor any additional amounts in accordance with Article 9 of AIA Document A201–2017.

§ 5.1.9 Except with the Owner's prior approval, the Contractor shall not make advance payments to suppliers for materials or equipment which have not been delivered and stored at the site.

§ 5.2 Final Payment

§ 5.2.1 Final payment, constituting the entire unpaid balance of the Contract Sum, shall be made by the Owner to the Contractor when

- .1 the Contractor has fully performed the Contract except for the Contractor's responsibility to correct Work as provided in Article 12 of AIA Document A201–2017, and to satisfy other requirements, if any, which extend beyond final payment; and
- .2 a final Certificate for Payment has been issued by the Architect.

§ 5.2.2 The Owner's final payment to the Contractor shall be made no later than 30 days after the issuance of the Architect's final Certificate for Payment, or as follows:

§ 5.3 Interest

Payments due and unpaid under the Contract shall bear interest from the date payment is due at the rate stated below, or in the absence thereof, at the legal rate prevailing from time to time at the place where the Project is located.

(Insert rate of interest agreed upon, if any.)

1.00 % per annum

ARTICLE 6 DISPUTE RESOLUTION

§ 6.1 Initial Decision Maker

The Architect will serve as the Initial Decision Maker pursuant to Article 15 of AIA Document A201–2017, unless the parties appoint below another individual, not a party to this Agreement, to serve as the Initial Decision Maker.

(If the parties mutually agree, insert the name, address and other contact information of the Initial Decision Maker, if other than the Architect.)

§ 6.2 Binding Dispute Resolution

For any Claim subject to, but not resolved by, mediation pursuant to Article 15 of AIA Document A201–2017, the method of binding dispute resolution shall be as follows:

(Check the appropriate box.)

☐ Arbitration pursuant to Section 15.4 of AIA Document A201–2017

☒ Litigation in a court of competent jurisdiction

☐ Other *(Specify)*

If the Owner and Contractor do not select a method of binding dispute resolution, or do not subsequently agree in writing to a binding dispute resolution method other than litigation, Claims will be resolved by litigation in a court of competent jurisdiction.

ARTICLE 7 TERMINATION OR SUSPENSION

§ 7.1 The Contract may be terminated by the Owner or the Contractor as provided in Article 14 of AIA Document A201–2017.

§ 7.1.1 If the Contract is terminated for the Owner's convenience in accordance with Article 14 of AIA Document A201–2017, then the Owner shall pay the Contractor a termination fee as follows:

(Insert the amount of, or method for determining, the fee, if any, payable to the Contractor following a termination for the Owner's convenience.)

\$0

§ 7.2 The Work may be suspended by the Owner as provided in Article 14 of AIA Document A201–2017.

ARTICLE 8 MISCELLANEOUS PROVISIONS

§ 8.1 Where reference is made in this Agreement to a provision of AIA Document A201–2017 or another Contract Document, the reference refers to that provision as amended or supplemented by other provisions of the Contract Documents.

§ 8.2 The Owner's representative:

(Name, address, email address, and other information)

Jason Parker, City Administrator 300 West Waugh Street, Dalton, GA 30720

Todd Pangle, Fire Chief 404 School St, Dalton, GA 30720

§ 8.3 The Contractor's representative:

(Name, address, email address, and other information)

Don Franklin - VP

Init.

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User Notes:

(3B9ADA3D)

2505 E 43rd Street
Chattanooga TN 37407

§ 8.4 Neither the Owner's nor the Contractor's representative shall be changed without ten days' prior notice to the other party.

§ 8.5 Insurance and Bonds

§ 8.5.1 The Owner and the Contractor shall purchase and maintain insurance as set forth in AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, Exhibit A, Insurance and Bonds, and elsewhere in the Contract Documents.

§ 8.5.2 The Contractor shall provide bonds as set forth in AIA Document A101™-2017 Exhibit A, and elsewhere in the Contract Documents.

§ 8.6 Notice in electronic format, pursuant to Article 1 of AIA Document A201-2017, may be given in accordance with AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, if completed, or as otherwise set forth below:

(If other than in accordance with AIA Document E203-2013, insert requirements for delivering notice in electronic format such as name, title, and email address of the recipient and whether and how the system will be required to generate a read receipt for the transmission.)

§ 8.7 Other provisions:

ARTICLE 9 ENUMERATION OF CONTRACT DOCUMENTS

§ 9.1 This Agreement is comprised of the following documents:

- .1 AIA Document A101™-2017, Standard Form of Agreement Between Owner and Contractor
- .2 AIA Document A101™-2017, Exhibit A, Insurance and Bonds
- .3 AIA Document A201™-2017, General Conditions of the Contract for Construction
- .4 AIA Document E203™-2013, Building Information Modeling and Digital Data Exhibit, dated as indicated below:
(Insert the date of the E203-2013 incorporated into this Agreement.)

NA.

.5 Drawings

Number	Title	Date
A1-1	Roof Plan	4/1/20

.6 Specifications

Section	Title	Date	Pages
See Table of Contents			

.7 Addenda, if any:

Number	Date	Pages
1	6/1/20	5

Portions of Addenda relating to bidding or proposal requirements are not part of the Contract Documents unless the bidding or proposal requirements are also enumerated in this Article 9.

.8 Other Exhibits:

(Check all boxes that apply and include appropriate information identifying the exhibit where required.)

☐ AIA Document E204™-2017, Sustainable Projects Exhibit, dated as indicated below:
(Insert the date of the E204-2017 incorporated into this Agreement.)

☐ The Sustainability Plan:

Title	Date	Pages
-------	------	-------

☐ Supplementary and other Conditions of the Contract:

Document	Title	Date	Pages
----------	-------	------	-------

.9 Other documents, if any, listed below:

(List here any additional documents that are intended to form part of the Contract Documents. AIA Document A201™-2017 provides that the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Contractor's bid or proposal, portions of Addenda relating to bidding or proposal requirements, and other information furnished by the Owner in anticipation of receiving bids or proposals, are not part of the Contract Documents unless enumerated in this Agreement. Any such documents should be listed here only if intended to be part of the Contract Documents.)

The Contract Document shall include the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Addenda relating to bidding and proposal requirements, and any other information provided by the Owner in anticipation of receiving bids or proposals except as specifically excluded herein, and the Contractor's bid or proposal.

This Agreement entered into as of the day and year first written above.

OWNER (Signature)

David Pennington, Mayor
(Printed name and title)

CONTRACTOR (Signature)

Eric Cason, President
(Printed name and title)

Init.

Additions and Deletions Report for AIA® Document A101® – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

Note: This Additions and Deletions Report is provided for information purposes only and is not incorporated into or constitute any part of the associated AIA document. This Additions and Deletions Report and its associated document were generated simultaneously by AIA software at 17:08:52 ET on 08/10/2020.

PAGE 1

AGREEMENT made as of the Fifteenth day of June in the year Two Thousand Twenty

...

City of Dalton
300 West Waugh Street, Dalton, GA 30720

...

Porter Roofing Contractors Inc.
2505 E 43rd Street
Chattanooga TN 37407

...

Roof Replacement for Dalton Fire Department
404 School St, Dalton, GA 30720
Complete removal and replacement of the metal and low slope roofing

...

KRH Architects Inc.
855 Abutment Road Suite 4
Dalton, Ga. 30721

PAGE 2

[X] The date of this Agreement.

PAGE 3

[X] By the following date: August 28, 2020.

...

§ 4.1 The Owner shall pay the Contractor the Contract Sum in current funds for the Contractor's performance of the Contract. The Contract Sum shall be Two Hundred and Seventy-One Thousand Eight Hundred Seventy Dollars and Zero Cents (\$ 271870.00), subject to additions and deductions as provided in the Contract Documents.

...

<u>Remove and replace decking</u>	<u>25 ea, \$46.00 per sheet for a total of \$1.150</u>
<u>Contingency Allowance</u>	<u>\$30,000.00</u>

...

<u>Remove and replace 4'x8', 3/4" decking</u>	<u>Ea</u>	<u>\$46.00</u>
---	-----------	----------------

...

\$250.00 per calendar day for unexcused delay in achieving substantial completion. \$100.00 per calendar day for unexcused delay in achieving final completion

...

NA

PAGE 4

§ 5.1.3 Provided that an Application for Payment is received by the Architect not later than the 1st day of a month, the Owner shall make payment of the amount certified to the Contractor not later than the 25th day of the same month. If an Application for Payment is received by the Architect after the application date fixed above, payment of the amount certified shall be made by the Owner not later than Forty-five (45) days after the Architect receives the Application for Payment.

PAGE 5

10%

...

NA

...

Upon completion of 50% of the work, the Owner may, if the work is on schedule and in full compliance with the contract documents, cease to withhold further retainage.

...

NA

...

1.00 % per annum

PAGE 6

☒ Litigation in a court of competent jurisdiction

...

\$0

...

Jason Parker, City Administrator 300 West Waugh Street, Dalton, GA 30720
Todd Pangle, Fire Chief 404 School St, Dalton, GA 30720

...

Don Franklin - VP
2505 E 43rd Street
Chattanooga TN 37407

PAGE 7

NA.

...

A1-1

Roof Plan

4/1/20

...

See Table of Contents

...

1

6/1/20

5

PAGE 8

The Contract Document shall include the advertisement or invitation to bid, Instructions to Bidders, sample forms, the Addenda relating to bidding and proposal requirements, and any other information provided by the Owner in anticipation of receiving bids or proposals except as specifically excluded herein, and the Contractor's bid or proposal.

...

David Pennington, Mayor

Eric Cason, President

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, , hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 17:08:52 ET on 06/10/2020 under Order No. 1142373089 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A101™ - 2017, Standard Form of Agreement Between Owner and Contractor where the basis of payment is a Stipulated Sum, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)