



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, SEPTEMBER 28, 2021
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Police Department - New Employee Confirmation
- [2.](#) Police Department - Employee of the Month recognition - Detective Tommy Ensley
- [3.](#) Police Department - Merit and Valor Award presentation - Officer Coleman Jenkins and Officer Keidric Johnson
- [4.](#) Police Department - Promotion Confirmation - Sgt. Michael Bowen
5. Fire Department - Commendation for Engineer Jared Burns

Approval of Minutes

- [6.](#) August 24, 2021

Alcohol Applications

- [7.](#) (3) 2021 Alcohol Applications

Police Department

- [8.](#) Crime/Crash Statistics August 2021
- [9.](#) Financial Statistics August 2021
- [10.](#) Policy Reviews September 2021

Fire Department

- [11.](#) Statistical Report for August, 2021
- [12.](#) Financial Report for August, 2021
- [13.](#) Revised and Reviewed SOP and SOG
 1. SCBA-3 Refilling of SCBA and SCUBA Cylinders
 2. GP-2 Uniform Classes
 3. FO-16 Emergency Evacuation
 4. FO-14 Mayday Procedures

Adjournment

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: **JORDAN ALEXANDER OWENS**

SEX/AGE: Male/30

EDUCATION: December 2017
Bachelor of Science
Brigham Young University-Idaho
Rexburg, ID

May 2010 Graduate
Ringgold High School
Ringgold, GA

WORK: July 2020 – June 2021
Furniture Row
Chattanooga TN

September 2018 – April 2020
Rhyne & Son Inc
Ringgold GA

April 2018 – September 2018
Windstone Golf Club
Ringgold GA

October 2010 – May 2011
The Church of Jesus Christ of Latter-day Saints
Roseville CA

MILITARY: None

MARITAL STATUS: Single

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



Public Safety Commission
Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield

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

September 17, 2021

Detective Tommy Ensley
Dalton Police Department
301 Jones Street
Dalton GA 30720

Dear Detective Ensley,

I am happy to inform you of your selection for the Dalton Police Department Employee of the Month for August, 2021. Your selection was based on your actions while assisting GBI with a homicide investigation. During this investigation both you and GBI agent Nicholson got into a foot chase with one of the suspects. The suspect had a gun and wanted the police to shoot him. The suspect had a gun to his own head at the end of the foot chase. Agent Nicholson said you were exceptional in de-escalating the situation and talking the suspect into dropping the gun and giving up. Your ability to talk this person down saved the suspect's life and possibly the lives of the officers involved.

Your actions and performance reflect positively on you and the entire department. I am proud of your highly professional actions and the high quality of your work on a daily basis. Congratulations on this well-deserved award.

In addition to this letter and certificate, you are awarded one day off with pay. Your name will also be submitted to the Elks' Lodge of Dalton, which will send a gift to you in the near future.

Best Regards,

A handwritten signature in blue ink, appearing to read "Cliff Cason", with a stylized flourish at the end.

Cliff Cason
Chief of Police

EMPLOYEE of THE MONTH

DALTON POLICE DEPARTMENT



Detective Tommy Ensley

For the actions you demonstrated while assisting GBI agents with a homicide investigation. You were exceptional in de-escalating the situation and talking the suspect into dropping the gun and giving up. Your ability to talk this person down saved the suspect's life and possibly the lives of the officers involved.

September 17, 2021

Date

Chief of Police

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



Public Safety Commission
Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield

DALTON POLICE DEPARTMENT

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

September 28, 2021

Officer K Johnson
Dalton Police Department
301 Jones Street
Dalton GA 30720

Dear Officer Keidric Johnson,

It is my privilege to notify you that you have been nominated by Sgt. Corso, and approved for the Dalton Police Department Award of Valor. The criteria for this award is described in policy as, "a member of the Department who, conscious of danger and great risk of imminent personal hazard to life, distinguishes themselves by intelligently performing an act of heroism or valor above and beyond the call of duty".

Your selection is based on your actions while responding to a call of a female who was on the Waugh Street Bridge threatening to jump. After arriving, your calm demeanor and ability to engage her in dialogue gave time for lifesaving action to take place. Your willingness to place yourself in a place of potential personal hazard to life to attempt to prevent harm to a citizen in distress has not gone unnoticed by your supervisors or your peers. Your actions and performance reflect positively on you and the entire department.

I am proud of your highly professional actions, and the high quality of your work on a daily basis. Congratulations on this well-deserved award.

Best Regards,

Chief Cliff Cason

William C Cason III
Chief of Police
ccason@daltonga.gov
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Public Safety Commission
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DALTON POLICE DEPARTMENT
301 Jones Street, Dalton, Georgia 30720
Phone: 706-278-9085 • Fax: 706-272-7905

September 28, 2021

Officer Coleman Jenkins
Dalton Police Department
301 Jones Street
Dalton GA 30720

Dear Officer Coleman Jenkins,

It is my privilege to notify you that you have been nominated by Sgt. Corso, and approved for the Dalton Police Department Award of Merit. Your selection is based on your actions while responding to a call of a female who was on the Waugh Street Bridge threatening to jump. After arriving, your calm demeanor and ability to engage her in dialogue gave time for lifesaving action to take place. Your willingness to place yourself in a place of potential personal risk to attempt to prevent harm to a citizen in distress has not gone unnoticed by your supervisors or your peers. Your actions and performance reflect positively on you and the entire department.

I am proud of your highly professional actions, and the high quality of your work on a daily basis. Congratulations on this well-deserved award.

Best Regards,

Chief Cliff Cason

**DALTON POLICE DEPARTMENT
PROMOTION PROFILE SHEET**

NAME: **TERRY MICHAEL BOWEN**

EDUCATION: 1987 Graduate
Southeast High School
Dalton GA

2011 Graduate
Georgia Northwestern Technical College
Associate of Science – Criminal Justice

WORK: **Dalton Police Department**
June 1999 – August 2012
Patrol Division – Patrol Officer

April 2018 – October 2020
Patrol Division – Patrol Officer
Master Police Officer – July, 2019

November 2020 – August 2021
Support Service Division - Training Coordinator

Bradley County Sheriff's Office
October 2016 – April 2018

COMMENDATIONS: 2 Commendation letters for performance
Lifesaving award – February 2019

PROMOTION ACTION: **Sergeant**

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
AUGUST 24, 2021

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – Life Saving Award Presentation

Police Chief Cliff Cason presented the Life Saving Award to Officers Steven Herrera, Joshua Bethune, and Zach Bell, for their actions at a dangerous aggravated assault scene on July 13, 2021 at Straight Street, Dalton GA. No motion was needed.

Police Department – New Employee Confirmation

On the motion of Commissioner Whitfield, second Commissioner Weaver, the Commission approved the following as new Dalton Police Officers.

- Grant Mantooth
- Daniel Jones

The vote was unanimous in favor.

Police Department – Promotion Recommendations

Police Chief Cliff Cason presented the following promotion recommendations to the Commission:

- Sergeant Sam Eaton to the rank of Lieutenant
- Master Police Officer Jacob Burger to the rank of Sergeant

On the motion of Commissioner Whitfield, second Commissioner Weaver, the Commission approved the promotion recommendations. The vote was unanimous in favor.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of July 27, 2021. On the motion of Commissioner Walker, second Commissioner Weaver, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for July 2021

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of July, 2021. As noted in the written summary, Police Chief Cason reported the rate of Year to Date Part I crimes, decreased by 29% when compared to the past 5-year average. Police Chief Cason further reported that traffic crashes have decreased by approximately 2 crashes when compared to the past 5-year average.

On the motion of Commissioner Whitfield, second Commissioner Weaver, 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 July 2021

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of July, 2021. Police Chief Cason reported the department has expended 50.5% of their 2021 budget and on track for the end of the 2021 fiscal year.

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

Written Directives

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

- 2.7 Crime Prevention / Community Involvement
- 2.26 Field Training Officer and Mentoring Programs
- 3.1 Selection
- 3.13 Chaplain Program
- 3.17 Performance Evaluations
- 7.11 Confidential Informants

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

FIRE DEPARTMENT

Monthly Statistical Report – July 2021

Fire Chief Todd Pangle presented the July 2021 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, that included the Incident Report with 359 Total Responses, a Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, and Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, and the Inspection Summary.

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

Monthly Financial Report – July 2021

Fire Chief Todd Pangle presented the Financial Report for the month of July 2021 to the Commission. Chief Pangle stated the department is approximately 5% under budget for the month and on track for the end of the 2021 fiscal year.

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

Standard Operating Procedures and Standard Operating Guidelines - Review

On the motion of Commissioner Weaver, second Commissioner Whitfield, the Commission approved the following Standard Operating Procedure & Standard Operating Guideline reviews.

- SOG – SO1 – Use of Station Log Book
- SOG – GP-3 – Professional Grooming
- SOP – T-1 Travel Expense Reimbursement

The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Weaver, second Commissioner Whitfield, the meeting was adjourned at 9:29 a.m.

Terry Mathis, Chairman

ATTEST:

Anthony Walker, Secretary

2021 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY SEPTEMBER 28, 2021

M&C MONDAY OCTOBER 4, 2021

(3) 2021 ALCOHOL APPLICATIONS

1. Business Owner: Jilljay 1 Inc.
d/b/a: Dalton Beverages
Applicant: Rajan Patel
Business Address: 1007 South Thornton Ave
License Type: Package Beer, Package Wine, Package Liquor (Package Store)
Disposition: **New**

2. Business Owner: Tienda Tikal #2, LLC
d/b/a: Tienda Tikal #2
Applicant: Andres Juan Pascual
Business Address: 616 4th Avenue Suite 4 - 6
License Type: Pouring Beer (Restaurant | Convenience Store)
Disposition: **New**

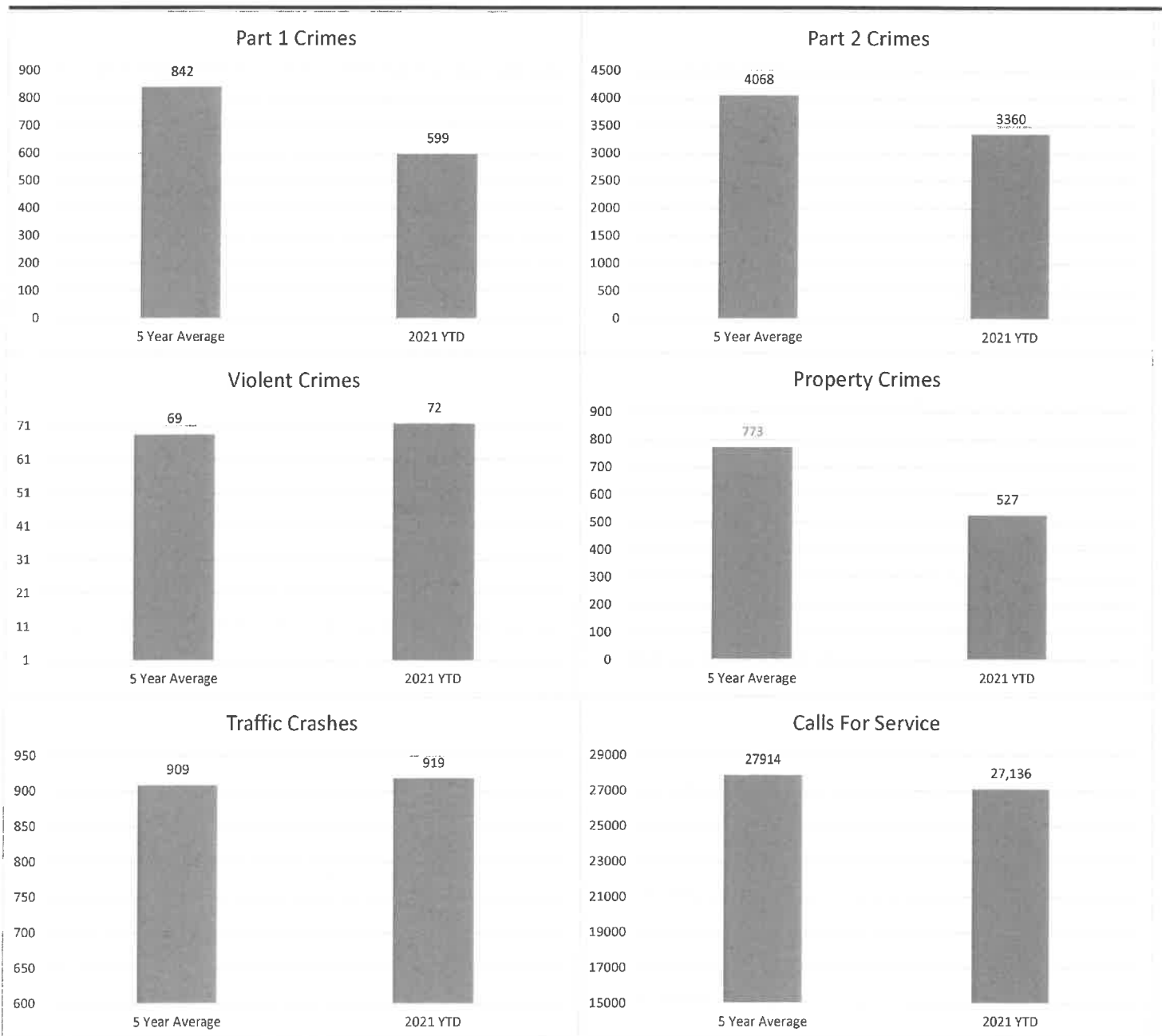
3. Business Owner: Freya's Lounge Corp.
d/b/a: Freya's Lounge Corp.
Applicant: Rudy Aviles
Business Address: 303 East Morris St.
License Type: Pouring Beer, Pouring Wine, Pouring Liquor (Restaurant)
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
SEPTEMBER 28, 2021**

Summary of Data and Crime Statistics for August 2021

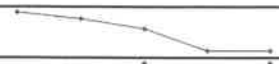










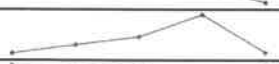


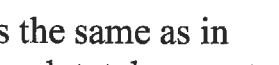
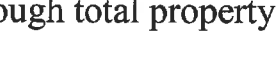
General

The following statistics compare 2021 year-to-date statistics with the five-year average prior to 2020. Part 1 crimes are approximately 29% lower than the five-year statistics. Part 2 crimes have decreased by approximately 17% during the same time. Property crimes show a decrease of approximately 31.8% from the five-year average. There have been 72 violent crimes year-to-date compared to the five-year average of 69. Traffic crashes have increased approximately 1% compared to the five-year average. Calls for service show a decrease of approximately 2.8% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
SEPTEMBER 28, 2021**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2017-2021
August 2021

	2017	2018	2019	2020	2021	TREND
Part I Crimes YTD	829	791	731	599	599	
Homicides	0	0	1	0	1	
Rape	14	5	14	5	11	
Robbery	16	23	2	13	3	
Aggravated Assault	54	34	47	42	57	
Violent Crime Totals	84	62	64	60	72	
Burglary	93	99	72	61	63	
Larceny-Theft	591	574	561	429	387	
Motor Vehicle Theft	59	53	34	48	76	
Arson	2	3	0	1	1	
Property Crime Totals	745	729	667	539	527	
Violent Crime Clearance	80%	60%	75%	63%	65%	
Property Crime Clearance	38%	30%	45%	30%	42%	
Part I Arrests	269	233	282	179	181	
Citations	8,072	9,458	8,761	8,015	6,914	
Calls for Service	26,996	28,312	29,544	32,934	27,136	
Traffic Crashes	937	901	929	741	919	

Analysis

In the year to date 2021 there have been 599 Part 1 crimes reported, which is the same as in 2020. Motor vehicle thefts have increased significantly since last year, although total property crime numbers are down.

There have been 72 violent crimes reported 2021 YTD compared to 60 reported violent crimes YTD 2020. There have been three robberies reported in 2021 compared to thirteen last year. Year to date property crimes have shown an increase of approximately 2.2% when compared to 2020 YTD statistics.

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

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
SEPTEMBER 28, 2021**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
Part I Offenses	INCIDENTS				CLEARANCES				ARRESTS			
			2021	2020			2021	2020			2021	2020
	8/21	8/20	YTD	YTD	8/21	8/20	YTD	YTD	8/21	8/20	YTD	YTD
Homicide	0	0	1	0	0	0	1	1	0	0	2	0
Rape	2	0	11	5	1	0	7	2	0	0	1	0
Robbery	1	1	3	13	0	1	5	7	0	0	2	5
Aggravated Assault	10	4	57	42	4	5	34	28	2	5	28	27
Burglary	4	7	63	61	1	2	21	6	1	2	16	16
Larceny - Theft	59	72	387	429	19	24	166	144	12	22	119	120
Motor Vehicle Theft	6	9	76	48	6	1	32	13	2	0	13	10
Arson	0	1	1	1	0	0	0	1	0	0	0	1
PART I SUBTOTAL	82	94	599	599	31	33	266	202	17	29	181	179
Part II Offenses												
Other Assaults - not agg.	28	33	235	286	23	24	222	191	18	23	160	171
Forgery/Counterfeiting	4	3	38	32	1	1	10	40	0	1	6	8
Fraud	11	20	114	129	4	7	44	31	4	6	31	25
Embezzlement	0	1	1	1	0	0	1	1	0	0	0	1
Stolen Property	1	1	9	12	0	1	3	17	0	1	2	17
Vandalism	25	31	192	216	6	8	59	60	3	8	36	57
Weapons Violations	5	2	35	30	4	3	43	32	4	3	41	32
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	7	9	41	53	6	5	24	17	1	4	9	9
Drug Sales	1	6	51	39	1	2	46	56	1	2	46	50
Drug Possession	15	31	220	182	14	26	215	140	12	26	187	133
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	4	8	34	51	5	11	25	40	5	11	23	39
Liquor Violations	8	5	40	39	7	3	34	31	7	3	33	27
Drunkenness	12	9	70	85	11	9	69	87	11	9	68	87
Other Disorderly Conduct	9	18	121	185	9	7	90	98	7	6	68	94
Curfew Violations	2	5	15	16	1	3	10	10	1	3	9	8
All Other Offenses	220	478	1998	2461	254	339	2021	1244	219	334	1749	1401
DUI	16	29	146	112	16	27	148	112	16	27	147	112
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	368	689	3360	3929	362	476	3064	2207	309	467	2615	2271
PART I AND II TOTAL	450	783	3959	4528	393	509	3330	2409	326	496	2796	2450
Crashes			2021	2020	Enforcement						2021	2020
	8/21	8/20	YTD	YTD					8/21	8/20	YTD	YTD
Public Roadway	129	95	919	741	Citations				575	534	4,358	4,600
					Warnings				325	413	2,556	3,411
911 Calls	3,503	3,966	27,136	32,934	Totals				900	947	6,914	8,015

Summary of Significant Events for August 2021

21-004734	Aggravated Assault	507 W Woodland Dr
<p>Officers responded to the area of Woodland Dr in reference to shots fired. It was found that suspects had fired gunshots at the residence and vehicles at 507 W Woodland Dr. No one was hit by the gunfire. Video from the residence shows three subjects standing in the roadway firing at the home. No suspect vehicle appears on video. C.I.D responded to the scene. This same residence was the scene of a drive by shooting a year ago.</p>		

21-004875	Suicide Attempt	Waugh St Bridge
<p>A female attempted to jump from the Waugh St bridge. She was not making any sense and was telling officers that someone was making her do it. She was pulled to safety by officers. She was transported to the hospital for treatment by EMS after officers restrained her.</p>		

21-005115	Aggravated Assault	801 N Selvedge St.
<p>Officers responded to a shooting call at the listed address. Two of the suspects had fled the scene prior to officers' arrival. Both suspects were located and detained. The victim did a show up of one of the suspects that he did not personally know. The suspect was discovered to still have the gun in his bag. CID responded and assumed the investigation. Another male suspect was believed to have fired the gun. The investigation is pending and both males were charged accordingly with multiple charges.</p>		

21-005141	Train vs. Pedestrian	Long St Crossing
<p>Officers responded to a call of a subject that had been struck by a train. A Norfolk Southern train traveling southbound through the city struck a male subject at the Long St intersection.</p>		

21-005131	Aggravated Assault	319 N Hamilton St
<p>Officers were called to the emergency room at HMC in reference to a subject that had been beaten and stabbed. The victim was not very cooperative and stated he did not know who had assaulted him, but did talk about the wrong colors. It was discovered the incident occurred in the Tenoch Bar parking lot. Video was obtained that showed the victim in a fight with several subjects in the parking lot. It appears that a male in a blue Dodger's shirt and white hat that stabbed the victim. The case is under investigation.</p>		

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
SEPTEMBER 28, 2021**

August 2021 Crash Statistics

In August 2021 there were 129 non-private property crashes reported. Injury crashes increased from 18 in July 2021 to 33 in August 2021. Angle and rear end crashes were the most prevalent during August 2021. 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 and injuries.

Total Crashes	August 2021	July 2021	Change	YTD 2021	YTD 2020	Change
	129	106	21.7%	919	741	24.0%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	33	20	9	2	1	11
Total Injuries	49					
DUI Crashes	Speed Crashes	Distracted Crashes	Following Too Closely Crashes			
4	3	8	25			
Day of the Week	Total		Time of Day	Total		
Monday	16		0000 - 0559	6		
Tuesday	30		0600 - 0859	14		
Wednesday	16		0900 - 1059	7		
Thursday	19		1100 - 1359	34		
Friday	26		1400 - 1559	29		
Saturday	14		1600 - 1859	20		
Sunday	8		1900 - 2159	11		
			2200 - 2359	8		
Collision Type	Total		Contributing Factors	Total		
Angle	57		Failure to Yield	30		
Rear End	37		Following Too Closely	25		
Sideswipe - Same Direction	13		Improper Turn	10		
Collision with an Object	13		Distracted	8		
Head On	5		Disregard Stop Sign/Signal	7		
Sideswipe - Opposite Direction	4					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	14	10.9%	11	22.4%		
Chattanooga Rd	10	7.8%	5	10.2%		
Glenwood Ave	7	5.4%	1	2.0%		
Shugart Rd	7	5.4%	4	8.2%		
Hamilton St	7	5.4%	0	0.0%		
Selective Enforcement Details	Locations	Total Details	Violations			
August 2021	Glenwood Ave, Walnut Ave	3	55			

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
SEPTEMBER 28, 2021**

SUMMARY OF THE FINANCIAL STATISTICS FOR AUGUST 2021

The Police Department budget remains on track for FY 2021. We have expended approximately 63% of our total budget for the current year. There are currently sufficient funds in all operating and compensation lines to meet the needs of the department and we are currently on track to finish under budget for the year.

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTMENTS	BUDGET				BUDGET	USED
141501 PD ADMINISTRATION									
141501 000010	SALARIES-REGULAR	385,300	0	385,300	261,387.62	.00	.00	123,912.38	67.8%
141501 000011	SALARIES OVERTIME	1,400	0	1,400	.00	.00	.00	1,400.00	100.0%
141501 000016	SALARY - BONUS	0	4,000	4,000	4,000.00	.00	.00	1,400.00	100.0%
141501 000020	FICA	29,600	0	29,600	20,134.34	.00	.00	9,465.66	68.0%
141501 000030	PENSION	6,000	0	6,000	6,186.22	.00	.00	-186.22	103.1%
141501 000032	PENSION - DB PLAN	175,200	-107,400	67,800	67,990.22	.00	.00	9.78	100.0%
141501 000033	PENSION - STATE	1,000	0	1,000	900.00	.00	.00	100.00	100.0%
141501 000040	HOSPITALIZATION I	41,600	0	41,600	26,035.50	.00	.00	15,564.50	62.6%
141501 000045	EE LIFE & DISABIL	2,200	0	2,200	2,116.77	.00	.00	83.23	96.2%
141501 000050	GENERAL INSURANCE	115,200	-2,500	112,700	112,677.12	.00	.00	22.88	100.0%
141501 000060	WORKER COMPENSATI	12,200	0	12,200	8,719.02	.00	.00	3,480.98	71.5%
141501 000080	OFFICE EQUIPMENT	5,000	0	5,000	159.00	.00	.00	4,841.00	3.2%
141501 000110	TELEPHONE	45,000	0	45,000	29,240.63	.00	.00	12,965.26	71.2%
141501 000120	TRAINING EXPENSES	12,000	0	12,000	4,505.20	.00	.00	7,219.80	39.8%
141501 000130	VEHICLE EXPENSES	2,000	0	2,000	3,132.99	.00	.00	1,867.01	6.6%
141501 000140	COPIER RENTAL/SUP	9,000	0	9,000	3,727.19	.00	.00	5,272.81	41.4%
141501 000150	PRINTING	4,000	0	4,000	1,104.40	.00	.00	2,895.60	27.6%
141501 000160	POSTAGE	3,500	0	3,500	4,461.71	.00	.00	3,038.29	13.2%
141501 000360	LEGAL FEES	15,000	0	15,000	2,128.72	.00	.00	10,715.76	28.6%
141501 000410	GAS & OIL	5,800	0	5,800	2,128.72	.00	.00	3,653.00	37.0%
141501 000440	SUPPLIES	800	0	800	173.15	.00	.00	626.85	21.6%
141501 000450	CLEANING ALLOWANC	1,800	0	1,800	213.00	.00	.00	1,576.00	12.4%
141501 000455	CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	.00	900.00	50.0%
141501 001010	OFFICE SUPPLIES	2,000	0	2,000	1,552.97	.00	.00	315.34	84.2%
141501 001030	COMPUTER SOFTWARE	158,500	0	158,500	94,342.30	131.69	196.80	63,960.90	59.6%
141501 001300	MEALS	2,000	0	2,000	129.32	.00	.00	1,870.68	6.5%
141501 001410	DUES/FEES/SUBSCRI	4,000	0	4,000	2,463.98	.00	.00	1,536.02	61.6%
141501 001655	RADIO SUBSCRIBER	25,000	0	25,000	.00	.00	.00	25,000.00	.0%
141501 001900	MISCELLANEOUS	2,000	0	2,000	672.79	.00	.00	1,327.21	33.6%
141501 003226	CUSTODY OF PRISIO	110,000	0	110,000	24,162.69	7,877.86	.00	77,959.45	29.1%
TOTAL PD ADMINISTRATION		1,178,900	-105,900	1,073,000	680,301.09	11,304.74		381,394.17	64.5%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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141503 PD PATROL

141503 000010	SALARIES-REGULAR	3,466,600	0	3,466,600	2,073,823.14	.00	1,392,776.86	59.8%
141503 000011	SALARIES OVERTIME	85,000	0	85,000	26,081.39	.00	58,918.61	30.7%
141503 000016	SALARY - BONUS	0	5,000	5,000	5,000.00	.00	113,481.93	100.0%
141503 000020	FICA	270,000	0	270,000	156,518.07	.00	50,620.12	71.4%
141503 000030	PENSION	177,000	0	177,000	126,379.88	.00	5,45	100.0%
141503 000032	PENSION - DB PLAN	291,000	-148,060	142,940	142,934.55	.00	7,549.96	64.9%
141503 000033	PENSION - STATE	21,500	0	21,500	13,950.04	.00	173,851.00	66.0%
141503 000045	HOSPITALIZATION I	511,000	0	511,000	337,149.00	.00	7,925.55	62.1%
141503 000060	EE LIFE & DISABIL	20,900	0	20,900	12,974.45	.00	31,871.17	71.5%
141503 000120	WORKER COMPENSATI	111,700	0	111,700	79,828.83	.00	71,179.58	34.7%
141503 000130	TRAINING EXPENSES	109,000	0	109,000	35,761.92	2,058.50	9,210.27	70.3%
141503 000130	VEHICLE EXPENSES	31,000	0	31,000	21,684.78	104.95	47,648.68	55.1%
141503 000130	SHOP VEHICLE EXP -	106,200	0	106,200	58,551.32	.00	6,690.70	33.1%
141503 000400	EQUIPMENT MAINT &	10,000	0	10,000	3,309.30	.00	55,267.61	47.2%
141503 000410	GAS & OIL	159,000	0	159,000	103,516.05	.00	2,903.97	52.2%
141503 000440	SUPPLIES	5,500	0	5,500	2,477.01	216.34	4,778.00	52.2%
141503 000450	CLEANING ALLOWANC	10,000	0	10,000	4,421.50	119.02	5,919.38	54.0%
141503 000460	UNIFORMS	64,000	0	64,000	8,080.62	800.50	1,379.67	33.3%
141503 001010	OFFICE SUPPLIES	3,000	0	3,000	1,520.52	.00	1,333.72	44.0%
141503 001300	MEALS	2,000	0	2,000	666.28	.00	3,626.00	4.6%
141503 001410	DUES/FEES/SUBSCRI	3,800	0	3,800	174.00	.00	1,500.00	.0%
141503 001660	COMMUNICATION EQU	1,500	0	1,500	.00	.00	4,429.51	11.4%
141503 001990	MISCELLANEOUS	5,000	0	5,000	570.49	.00	2,821.94	89.7%
141503 039980	CAPITAL OUTLAY <	24,500	3,000	27,500	24,678.06	.00		
TOTAL PD PATROL		5,489,200	-140,060	5,349,140	3,240,051.20	3,399.12	2,105,689.68	60.6%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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141504 PD CRIMINAL INVESTIGATION DIV

141504 000010	SALARIES-REGULAR	870,300	0	870,300	557,435.71	.00	312,864.29	64.1%
141504 000011	SALARIES OVERTIME	38,800	0	38,800	11,738.51	.00	27,061.49	30.3%
141504 000016	SALARY - BONUS	0	2,000	2,000	2,000.00	.00	0.00	100.0%
141504 000020	FICA	69,500	0	69,500	42,223.96	.00	27,276.04	60.8%
141504 000030	PENSION	32,200	0	32,200	25,305.34	.00	6,894.66	78.6%
141504 000032	PENSION - DB PLAN	238,200	-145,050	93,150	93,142.83	.00	7.17	100.0%
141504 000033	PENSION - STATE	4,500	0	4,500	3,250.00	.00	1,250.00	72.2%
141504 000040	HOSPITALIZATION I	152,000	0	152,000	114,628.08	.00	37,371.92	75.4%
141504 000045	EE LIFE & DISABIL	5,100	0	5,100	3,649.80	.00	1,450.20	71.6%
141504 000060	WORKER COMPENSATI	26,300	0	26,300	18,795.87	.00	7,504.13	71.5%
141504 000120	TRAINING EXPENSES	28,800	0	28,800	13,246.30	.00	14,928.70	48.2%
141504 000130	VEHICLE EXPENSES	7,000	0	7,000	2,947.38	.00	4,052.62	42.1%
141504 000400	EQUIPMENT MAINT' &	1,500	0	1,500	180.00	.00	1,320.00	12.0%
141504 000410	GAS & OIL	19,400	0	19,400	11,914.90	46.42	7,438.68	61.7%
141504 000440	SUPPLIES	3,000	0	3,000	956.28	48.65	1,995.07	33.5%
141504 000450	CLEANING ALLOWANC	4,000	0	4,000	1,402.25	161.25	2,436.50	39.1%
141504 000455	CLOTHING ALLOWANC	9,000	0	9,000	4,500.00	.00	4,500.00	50.0%
141504 001010	OFFICE SUPPLIES	4,000	0	4,000	3,272.32	66.37	661.31	83.5%
141504 001300	MEALS	700	0	700	27.58	.00	672.42	3.9%
141504 001410	DUES/FEES/SUBSCRI	2,200	0	2,200	1,495.72	.00	704.28	68.0%
141504 001650	PURCHASE EVIDENCE	25,000	0	25,000	5,000.00	.00	20,000.00	20.0%
141504 001660	COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990	MISCELLANEOUS	5,000	0	5,000	728.05	.00	4,271.95	14.6%
141504 039980	CAPITAL OUTLAY <	1,800	3,000	4,800	1,512.86	.00	3,287.14	31.5%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,549,800	-140,050	1,409,750	919,353.74	947.69	489,448.57	65.3%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD	EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0010	GENERAL FUND - OPERATING	APPROP	ADJUSTMTS	BUDGET				BUDGET	USED
141507 PD SUPPORT SERVICES									
141507 000010	SALARIES-REGULAR	524,500	0	524,500	374,935.64	.00	149,564.36	71.5%	
141507 000011	SALARIES OVERTIME	7,500	0	7,500	775.50	.00	6,724.50	10.3%	
141507 000012	SALARIES-PART TIM	7,200	0	7,200	490.05	.00	6,709.95	6.8%	
141507 000016	SALARY - BONUS	0	9,000	9,000	9,000.00	.00	.00	100.0%	
141507 000020	FICA	41,200	0	41,200	27,541.72	.00	13,658.28	66.8%	
141507 000030	PENSION	27,600	0	27,600	12,397.01	.00	15,202.99	44.9%	
141507 000032	PENSION - DB PLAN	94,900	-35,960	58,940	58,936.04	.00	3.96	100.0%	
141507 000033	PENSION - STATE	600	0	600	974.96	.00	-374.96	162.5%	
141507 000040	HOSPITALIZATION I	88,400	0	88,400	81,505.42	.00	6,894.58	92.2%	
141507 000045	EE LIFE & DISABIL	3,000	0	3,000	2,114.92	.00	885.08	70.5%	
141507 000060	WORKER COMPENSATI	18,400	0	18,400	13,149.99	.00	5,250.01	71.5%	
141507 000120	TRAINING EXPENSES	42,000	0	42,000	16,642.10	.00	25,357.90	39.6%	
141507 000130	VEHICLE EXPENSES	3,000	0	3,000	35.20	.00	2,964.80	1.2%	
141507 000330	UTILITIES	48,000	0	48,000	26,792.09	.00	21,207.91	55.8%	
141507 000410	GAS & OIL	7,300	0	7,300	2,912.80	.00	4,387.20	39.9%	
141507 000440	SUPPLIES	3,000	0	3,000	834.00	13.99	2,152.01	28.3%	
141507 000450	CLEANING ALLOWANC	2,400	0	2,400	583.25	101.75	1,715.00	28.5%	
141507 000455	CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%	
141507 000460	UNIFORMS	4,000	0	4,000	514.37	.00	3,485.63	12.9%	
141507 001010	OFFICE SUPPLIES	3,200	0	3,200	1,498.43	118.49	1,583.08	50.5%	
141507 001300	MEALS	500	0	500	245.92	.00	1,254.08	49.2%	
141507 001410	DUES/FEES/SUBSCRI	2,100	0	2,100	782.15	.00	1,317.85	37.2%	
141507 001415	CREDIT CARD & BAN	600	0	600	149.89	.00	450.11	25.0%	
141507 001610	APPLICANT TESTING	8,500	0	8,500	2,166.50	.00	6,333.50	25.5%	
141507 001880	COMMUNITY SERVICE	12,500	0	12,500	3,078.03	.00	9,421.97	24.6%	
141507 001880	15048 COM SCVS - D	0	0	0	6,014.94	.00	-6,014.94	100.0%	
141507 001990	MISCELLANEOUS	1,500	0	1,500	468.85	.00	1,031.15	31.3%	
141507 039980	CAPITAL OUTLAY <	900	0	900	824.96	.00	75.04	91.7%	
141507 084725	BUIDING/GROUNDS M	87,100	-6,000	81,100	25,452.11	2,890.96	52,756.93	34.9%	
TOTAL PD SUPPORT SERVICES		1,040,500	-32,960	1,007,540	671,116.84	3,125.19	333,297.97	66.9%	
TOTAL GENERAL FUND - OPERATING		9,258,400	-418,970	8,839,430	5,510,822.87	18,776.74	3,309,830.39	62.6%	
TOTAL EXPENSES		9,258,400	-418,970	8,839,430	5,510,822.87	18,776.74	3,309,830.39		

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

	ORIGINAL APPROP	TRANFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,258,400	-418,970	8,839,430	5,510,822.87	18,776.74	3,309,830.39	62.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:		ORIGINAL	TRANSFRS/	REVISED	YTD ACTUAL	ENCUMBRANCES	AVAILABLE	PCT
0210	CONFISCATED ASSETS	APPROP	ADJUSTMTS	BUDGET			BUDGET	USE/COL
210001 REVENUES								
210001	351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001	351102 TREAS FORFEIT TREAS	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001	351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-39,068.80	.00	-20,931.20	65.1%
210001	361100 STATE INTEREST EAR	-800	0	-800	-104.22	.00	-695.78	13.0%
210001	361100 TREAS INTEREST TRE	-200	0	-200	-25.20	.00	-174.80	12.6%
210001	392100 STATE PROCEEDS FRO	-10,000	0	-10,000	-6,798.75	.00	-3,201.25	68.0%
TOTAL REVENUES		-111,000	0	-111,000	-45,996.97	.00	-65,003.03	41.4%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL.
0210 CONFISCATED ASSETS							

210415 EXPENDITURES

210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.00%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	4,595.00	.00	13,405.00	25.5%
210415 000370 STATE COURT COSTS	12,500	0	12,500	4,214.68	.00	8,285.32	33.7%
210415 001990 JUSTI MISCELLANEOU	1,000	0	1,000	.00	.00	1,000.00	.00%
210415 001990 STATE MISCELLANEOU	7,000	0	7,000	.00	.00	7,000.00	.00%
210415 021910 TREAS MISCELLANEOU	500	0	500	.00	.00	500.00	.00%
210415 021910 STATE COMMUNICATIO	27,000	0	27,000	11,859.16	.00	15,140.84	43.9%
210415 021910 TREAS COMMUNICATIO	500	0	500	.00	.00	500.00	.00%
210415 039980 JUSTI CAPITAL OUTL	19,000	0	19,000	.00	.00	19,000.00	.00%
210415 039980 STATE CAPITAL OUTL	4,300	0	4,300	.00	.00	4,300.00	.00%
210415 039980 TREAS CAPITAL OUTL	19,200	0	19,200	.00	.00	19,200.00	.00%

TOTAL EXPENDITURES

TOTAL CONFISCATED ASSETS

TOTAL REVENUES	-111,000	0	-111,000	-45,996.97	.00	-65,003.03	
TOTAL EXPENSES	111,000	0	111,000	20,668.84	.00	90,331.16	
	0	0	0	-25,328.13	.00	25,328.13	100.0%

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-25,328.13	.00	25,328.13	100.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR:		ORIGINAL	TRANSFERS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
0370	CAPITAL ACQUISITION FUND	APPROP	ADJUSTMTS	BUDGET			BUDGET	USED
370005 EXPENDITURES								
370005	000350 20103 FACILITY REP	0	55,000	55,000	54,984.78	173,238.51	-173,223.29	415.0%
370005	000350 411 FACILITY REPAIR	0	155,000	155,000	.00	.00	155,000.00	.0%
370005	000350 414 FACILITY REPAIR	0	271,180	271,180	41,176.20	.00	230,003.80	15.2%
370005	000350 420 FACILITY REPAIR	0	40,000	40,000	.00	.00	40,000.00	.0%
370005	000350 610 FACILITY REPAIR	0	25,000	25,000	.00	46,385.00	-21,385.00	185.5%
370005	001030 412 COMPUTER SOFTW	0	25,000	25,000	.00	.00	25,000.00	.0%
370005	039990 CAPITAL OUTLAY	800,000	-800,000	0	.00	.00	.00	.0%
370005	039990 420 CAPITAL OUTLAY	0	200,000	200,000	.00	187,220.00	12,780.00	93.6%
370005	039990 445 CAPITAL OUTLAY	0	295,000	295,000	60,551.00	.00	234,449.00	20.5%
370005	039990 610 CAPITAL OUTLAY	0	279,620	279,620	4,120.00	1,500.00	274,000.00	2.0%
TOTAL EXPENDITURES		800,000	545,800	1,345,800	160,831.98	408,343.51	776,624.51	42.3%
TOTAL CAPITAL ACQUISITION FUND		800,000	545,800	1,345,800	160,831.98	408,343.51	776,624.51	42.3%
TOTAL EXPENSES		800,000	545,800	1,345,800	160,831.98	408,343.51	776,624.51	

YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	800,000	545,800	1,345,800	160,831.98	408,343.51	776,624.51	42.3%

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

**STATE DRUG SEIZURES
(Funds)**

62

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					107,968.86
1/22/2021	20-003790	Sparks Seizure	800.00		108,768.86
1/22/2021	20-007159	Sanchez-Romero Seizure	2,565.00		111,333.86
1/22/2021	20-005778	Storey Seizure	1,890.00		113,223.86
1/29/2021		Interest Credit	13.91		113,237.77
2/8/2021	PO 21020040	DA's Office - Bonds Seizure Court Cost		106.00	113,131.77
2/8/2021	PO 21020041	Clerk's Office - Bonds Seizure Court Cost		82.00	113,049.77
2/8/2021	PO 21020043	DA's Office - Denton Seizure Court Cost		89.40	112,960.37
2/8/2021	PO 21020044	Clerk's Office - Denton Seizure Court Cost		82.00	112,878.37
2/8/2021	PO 21020045	Verizon Wireless - Dec 10 - Jan 09 Cell Phones		1,684.94	111,193.43
2/8/2021	PO 21021001	DA's Office - Sparks Seizure Court Cost		80.00	111,113.43
2/8/2021	PO 21021002	Clerk's Office - Sparks Seizure Court Cost		82.00	111,031.43
2/8/2021	PO 21021003	DA's Office - Sanchez-Romero Seizure Court Cost		256.50	110,774.93
2/8/2021	PO 21021004	Clerk's Officer - Sanchez-Romero Seizure Court Cost		82.00	110,692.93
2/26/2021		Interest Credit	13.69		110,706.62
3/11/2021	PO 21021005	Verizon Wireless - Jan 10 - Feb 09 Cell Phones		1,703.39	109,003.23
3/12/2021	PO 21021006	DA's Office - Quinn Seizure Court Cost		62.60	108,940.63
3/12/2021	PO 21021007	Clerk's Office - Quinn Seizure Court Cost		82.00	108,858.63
3/12/2021	PO 21021008	DA's Office - Mendiola Seizure Court Cost		356.90	108,501.73
3/12/2021	PO 21021009	Clerk's Office - Mendiola Seizure Court Cost		82.00	108,419.73
3/26/2021	PO 21021010	Verizon Wireless - Feb 10 - Mar 09 Cells Phones		1,730.15	106,689.58
3/31/2021		Interest Credit	15.76		106,705.34
4/30/2021		Interest Credit	14.03		106,719.37
5/4/2021		GOV DEALS - Seized 1992 Chevrolet Camaro Sold	5,750.00		112,469.37
5/4/2021	20-003244	Bonds Seizure	1,060.00		113,529.37
5/4/2021	20-000886	Denton Seizure	894.00		114,423.37
5/4/2021	20-007482	Mendiola Seizure	3,569.00		117,992.37
5/4/2021	20-001146	Coleman-Anderson Seizure	458.00		118,450.37

**STATE DRUG SEIZURES
(Funds)**

8

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
5/4/2021	20-007304	Quinn Seizure	626.00		119,076.37
5/4/2021	21-001423	Orr Seizure	847.00		119,923.37
5/4/2021	21-000981	Green Seizure	1,374.00		121,297.37
5/4/2021	21-001124	Bush Seizure	431.00		121,728.37
5/5/2021		GOV DEALS - Seized 2006 Mitsubishi Lancer Sold	1,600.00		123,328.37
5/5/2021	PO 21021011	Verizon Wireless - Mar 10 - Apr 09 Cell Phones		1,731.06	121,597.31
5/21/2021	PO 21021012	DA's Office - Green Seizure Court Cost		137.40	121,459.91
5/21/2021	PO 21021013	Clerk's Office - Green Seizure Court Cost		82.00	121,377.91
5/21/2021	PO 21021014	DA's Office - Orr Seizure Court Cost		84.70	121,293.21
5/21/2021	PO 21021015	Clerk's Office - Orr Seizure Court Cost		82.00	121,211.21
5/21/2021	PO 21021016	DA's Office - Bush Seizure Court Cost		43.10	121,168.11
5/21/2021	PO 21021017	Clerk's Office - Bush Seizure Court Cost		82.00	121,086.11
5/21/2021	PO 21021018	Verizon Wireless - Apr 10 - May 09 Cell Phones		1,741.06	119,345.05
5/21/2021		Interest Credit	14.65		119,359.70
6/30/2021		Interest Credit	17.27		119,376.97
7/7/2021		GOV DEALS FEES for Items Sold 19-000676 & 19-006312		551.25	118,825.72
7/7/2021	PO 21021019	DA's Office - Mahaffey & Shelby Seizure Court Costs		302.40	118,523.32
7/7/2021	PO 21021020	Clerk's Office - Mahaffey & Shelby Seizure Court Costs		82.00	118,441.32
7/7/2021	PO 21021021	Verizon Wireless - May 10 - Jun 09 Cell Phones		1,649.36	116,791.96
7/7/2021	PO 21021022	CALEA Annual Continuation Fee		4,595.00	112,196.96
7/26/2021	PO 21021023	Verizon Wireless - Jun 10 - Jul 09 Cell Phones		1,652.07	110,544.89
7/30/2021		Interest Credit	14.91		110,559.80
8/12/2021	21-001885	Mahaffey & Shelby Seizure	3,024.00		113,583.80
8/12/2021	21-001925	Garrison Seizure	21,530.80		135,114.60
8/30/2021	PO 21021024	DA's Office - Garrison Seizure Court Costs		2,153.08	132,961.52
8/30/2021	PO 21021025	Clerk's Office - Garrison Seizure Court Costs		82.00	132,879.52
8/30/2021	PO 21021026	Verizon Wireless - Jul 10 - Aug 09 Cell Phones		1,652.07	131,227.45

STATE DRUG SEIZURES (Funds)						31
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance	
8/31/2021		Interest Credit	17.63		131,245.08	

**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					0.48
1/29/2021		Balance			0.48
2/26/2021		Balance			0.48
3/31/2021		Balance			0.48
4/30/2021		Balance			0.48
5/28/2021		Balance			0.48
6/30/2021		Balance			0.48
7/30/2021		Balance			0.48
8/31/2021		Balance			0.48

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
1/29/2021		Interest Credit	3.46		27,248.60
2/26/2021		Interest Credit	3.34		27,252.06
3/31/2021		Interest Credit	3.94		27,255.40
4/30/2021		Interest Credit	3.58		27,259.34
5/28/2021		Interest Credit	3.35		27,262.92
6/30/2021		Interest Credit	3.94		27,266.27
7/30/2021		Interest Credit	3.59		27,270.21
8/31/2021		Interest Credit	3.83		27,273.80
					27,277.63

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: September 28, 2021
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.15		<u>Fiscal Management</u>
	1	Updated Revision and Re-evaluation dates Section II – Rewording
	2	Section III – Rewording, new item (B)(3), updated numbering
	5	Section V – New item (B), updated lettering Section VII – Rewording
	6	Section IX – Rewording
	7	Section X – Rewording Section XI – Rewording
	11	Section XIII - Rewording
3.3		<u>Uniform and Employee Appearance Standards</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II – Rewording Section III – Rewording
	6	Section IV – Rewording, new numbering, updated lettering
	8	Section V – Rewording
	11	Section VI – Rewording Section VII – Rewording Section VIII – Rewording
	13	Section IX – Rewording
	14	Section X – Rewording Section XI - Rewording
3.10		<u>Off-Duty / Extra-Duty Employment</u>
	1	Updated Revision and Re-evaluation dates
	2	Section IV (B) – New items (2) and (6), updated numbering
	8	Appendix – New wording
	9	Appendix – New wording
4.1		<u>Patrol Organization and Administration</u>
	1	Updated Revision and Re-evaluation dates Section II – Rewording, new item (C)(4), removed item (F)(3), new item (G)
	3	Section III – Rewording Section IV – Rewording
	4	Section V - Rewording

4.2

Use of Police Vehicles

- 1 Updated Revision and Re-evaluation dates
- Section II – Rewording
- 2 Section III – Rewording
- 4 Section VI - Rewording

DALTON POLICE DEPARTMENT

		Effective Date January 1, 1999	Number GO91-2.15
Subject Fiscal Management			
Reference CALEA Standards – 4.3.1, 17.2.1, 17.3.1, 17.4.1, 17.4.2, 17.4.3, 17.5.1		Revised October 22, 2019 September 28, 2021	
Distribution All Personnel	Re-evaluation Date October 2021 September 2023		No. Pages 12

I. Policy

It is the policy of the Dalton Police Department to provide an accounting system that is accurate, documents the flow of funds, provides for monitoring of fiscal activities, and facilitates the retrieval of information on the status of all accounts.

II. Budget

- A. The City of Dalton's fiscal year begins on January 1 and ends on December 31.
- B. Typically, during the summer of each year, the Department prepares a budget estimate for the next fiscal year. Factors influencing the budget estimate include: overall needs and goals of the ~~Agency~~ **Department**, availability of funds, and budgeting assumptions and calculations relayed by the City of Dalton Finance Committee.
- C. The Chief of Police shall request that the Division Commanders and other Department members participate in preparation of the ~~Agency's~~ **Department's** budget estimate.
- D. Division Commanders and other Department members are advised of deadlines by which they must return budget data and proposals to the Assistant Chief of Police.
- E. After receiving budget data and proposals from all divisions, the Chief of Police ~~will~~ **shall** prepare a total aggregate budget estimate.
- F. The Chief of Police shall brief the Public Safety Commission Chairperson on the Department's anticipated fiscal needs for the next year.
- G. The Chief of Police is responsible for submission of the Department's annual budget to the City of Dalton Finance Committee. At the request of the Chief of Police, Public Safety Commission members may assist the Chief in presenting the proposal to the Finance Committee.

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- H. The final budget, upon approval by the Mayor and Council, ~~will~~ shall be presented to the Public Safety Commission for review.
- I. During each fiscal year, the Chief of Police shall submit a summary budget report to the Public Safety Commission on at least a monthly basis.

III. **Cash / Fund Management**

The Department shall use all safeguards to assure that all funds received and dispersed by the Department are properly posted and accounted for. The Department maintains four cash funds that ~~Agency~~ Department personnel are permitted to receive, maintain, or disburse cash. They include the Petty Cash Fund, the cash drawer in the Records Section, the ~~Explorer Program~~ Public Safety Cadet Program account, and the Purchase of Evidence / Purchase of Information (PEPI) Fund.

A. Petty Cash

A Petty Cash Fund of \$300 is maintained by the Chief of Police's Administrative Assistant. This fund is used to reimburse personnel for small miscellaneous expenses, to pay postage charges, and to expedite the purchase of other items, as necessary. The following procedures are followed to maintain the integrity of the Petty Cash Fund.

1. A balance sheet shall be maintained that identifies the initial balance, credits (cash income received), debits (cash disbursed), and the balance on hand.
2. Petty cash may be disbursed in one of two ways:
 - a. Disbursements documented by the completion of a payment receipt, to include:
 - (1) Date of the disbursement
 - (2) Item or service
 - (3) Amount of disbursement
 - (4) Signature of person receiving payment
 - b. Disbursements documented by a completed City of Dalton Request for Reimbursement of Business Expenses form.
3. Petty cash is replenished by the issuance of purchase orders designated to the line items determined by the Department's Purchasing Agent. The subsequent checks issued by the City Finance ~~Office~~ Department ~~will~~ shall then be cashed in order to replenish the Petty Cash Fund.
4. The maximum city-related purchase out of the Petty Cash Fund is \$75.00. Any reimbursement over \$75.00 requires the approval of the Chief of Police or his / her designee.

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5. The Chief of Police's Administrative Assistant and the Purchasing Agent are authorized to disburse or accept petty cash.
6. The Petty Cash Fund shall be locked during non-business hours of the Administration Office.
7. A quarterly audit of all Petty Cash Funds shall be conducted and a report of the findings shall be forwarded to the Chief of Police through the Support Services Division Commander.
8. Auditors shall consist of two employees of the Department, one of which is a Supervisor.

B. Cash Drawer in the Records Section

The Records Section of the Department shall maintain a cash drawer for receiving payments, **depositing cash**, and making change only. Funds are received for the payment of false alarms fees, sound amplification permits, criminal history record checks, and other services.

1. All fees collected shall be processed in accordance with ~~GO89-RM-1.1, 6.1, Processing Fees~~ the **Records Section manual 17.1, Funds Management**.
2. All Records Section personnel shall have access to the cash drawer and are authorized to accept cash and make change.
3. **The Records Section and the Property and Evidence Section shall maintain procedures for the deposit of found cash, which ownership has been granted to the Department by a court order, into the cash drawer.**
- ~~4.3.~~ No disbursements of cash shall be made out of this drawer.
- ~~5.4.~~ A balance sheet shall be maintained that identifies the initial balance, credits (cash / check income received), and the cash balance on hand.
- ~~6.5.~~ A quarterly audit of the cash drawer shall be conducted, and a report of the findings shall be forwarded to the Chief of Police through the Support Services Division Commander.
- ~~7.6.~~ Auditors shall consist of two employees of the Department, one of which is a Supervisor.

C. ~~Explorer~~ **Public Safety Cadet** Program Account

The ~~Dalton Police Department Explorer~~ **Public Safety Cadet** Program raises funds through donations and sales of promotional items to fund its activities, and its financial account is subject to the same rules as other financial accounts within the Department. Funds are dispersed for training and conference expenses, funds

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associated with meetings and recruitment, uniforms and equipment, fuel and vehicle expenses, registration fees, and meals associated with the program.

1. A balance sheet shall be maintained that identifies the initial balance, debits and credits, and ending balance.
2. Using the approved accounting software, all transactions shall be recorded with a description of the debit or credit. No cash shall be dispersed from the ~~Explorer~~ Public Safety Cadet Program Account. All transactions shall be completed by either credit card or check.
3. A quarterly audit of the account shall be conducted, and a report of the findings shall be forwarded to the Chief of Police through the Patrol Division Commander.
4. The quarterly audit shall consist of two employees of the Department, one of which ~~will~~ shall be a Supervisor.
5. A random audit may be directed by the Chief of Police at any time.
6. Purchases out of the ~~Explorer~~ Public Safety Cadet Program Account less than \$500.00 may be approved by the ~~Explorer Post Advisor~~ program's Lead Mentor. Any purchase of \$500.00 or more requires the approval of the Chief of Police or his / her designee.
7. All employees may assist with the collection of funds from fundraisers sponsored by the ~~Explorer~~ Public Safety Cadet Program. All funds shall be sent to the ~~Explorer Post Advisor~~ Lead Mentor to be deposited into the ~~Explorer~~ Public Safety Cadet Program Account.

D. Purchase of Evidence / Purchase of Information (PEPI) Fund

PEPI funds provided to support the operations of the Criminal Investigations Division (CID), the Drug Enforcement Unit, the Safe Streets Task Force, and the Patrol Special Operations Supervisor are subject to procedures outlined in directive GO92-7.12, Confidential Expenditures.

E. Property and Evidence Unit Inventory

All monies held by the Property and Evidence Section for evidentiary purposes shall be maintained in accordance with directive GO88-4.10, Property and Evidence Policy and Procedure.

IV. **Independent Audit of Fiscal Activities**

The auditing firm retained by the City shall conduct an audit of the Department's fiscal activities. This audit is conducted on an annual basis.

V. **Requisitions and Purchases**

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- A. Requisitions and purchases are processed according to the City of Dalton Purchasing Policy.
- B. Credit Cards
 - 1. Authorized employees may use government credit cards to purchase goods and / or services not prohibited by the City's Purchasing Policy or state law. Such purchases include, but are not limited to:
 - a. Items for official Department use, which fall within the transactional restrictions of the City's Purchasing Policy.
 - b. Lodging, fuel, food, or education and training materials while on Department business.
 - c. Emergency purchases necessary to protect City property.
 - d. Items on the internet or from other approved sources from which a City check is not accepted or practical.
 - 2. Government credit cards shall not be used for the following:
 - a. Any purchases of items or services for personal use, even if the intent is to repay the City.
 - b. Cash refunds or advances.
 - c. Any transaction greater than the transaction limits set forth by the City's Purchasing Policy, unless authorized by the City's Chief Financial Officer or the City Administrator.
 - d. Items specifically restricted by the City's Purchasing Policy, unless a special exemption is granted.
 - e. Purchases or transactions made with the intent to circumvent the City's Purchasing Policy, transactional limits, or state law.
 - f. Alcohol or liquor of any kind.

VI. **Emergency Purchases**

Emergency purchases and rentals are those that are essential in preventing delays of service or in providing protection, which may adversely affect the lives, health, safety, or welfare of employees or the public. Emergency purchases and rentals may be made at the discretion of the Division Commander or the Supervisor of the requesting component, depending on the urgency of the need. The vendor may be instructed to bill the Department for the items purchased or rented. If a major expenditure is involved, and time permits, the approval of the Chief of Police or his / her designee shall be sought. All acquisitions shall be documented and submitted according to the City of Dalton Purchasing Policy.

RESTRICTED LAW ENFORCEMENT DATA

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VII. **Emergency Appropriations**

The Chief of Police may request a supplemental or emergency appropriation of funds. The request must be approved by the City Mayor and Council. The Chief of Police ~~will~~ **shall** brief the Public Safety Commission after such requests are heard by the City Mayor and Council.

VIII. **Fund Transfers**

During the fiscal year, the Chief of Police may transfer funds between accounts, subject to approval of the City Finance Committee.

IX. **Inventory**

- A. All purchases of equipment that exceed one hundred dollars (\$100.00) and / or have a life span that exceeds three (3) years shall have an inventory number issued by the Department.
- B. A Property & Evidence Technician (PET) shall have the responsibility to affix, if possible, inventory numbers to such equipment.
- C. The PET shall maintain documentation for all purchased, sold, transferred, or destroyed equipment.
- D. All property to be issued / re-issued to authorized users shall be issued after completion of the appropriate paperwork and the affixing of an inventory number, if required.
- E. The Property Issue / Return Form or the Property / Inventory Issued Equipment Form shall be completed on all issued, re-issued, or returned equipment and forwarded to the Property and Evidence Section.
- F. The Property and Evidence Section shall have the responsibility of ensuring all equipment with an inventory number that is issued to employees or areas of the Police Services Center is recorded in the Departmental Records Management System.
- G. When property is returned to the Property and Evidence Section, the property ~~will~~ **shall** be inspected to determine if it may be re-issued. All unserviceable property ~~will~~ **shall** be destroyed. All property that can be re-issued ~~will~~ **shall** be issued in the same manner as issued property.
- H. The PET shall maintain a central file with the name of each employee affixed containing a listing of all issued equipment.
- I. The Property and Evidence Section shall conduct an inventory of all equipment each year and report any sold or destroyed equipment to the Chief of Police.

X. **Travel**

RESTRICTED LAW ENFORCEMENT DATA

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There are two types of travel which are recognized for the City of Dalton. The first type of travel is business travel, which is travel for the purpose of conducting official City business. The second type of travel is professional and / or educational travel, which is travel to attend meetings, conferences, and training programs for professional growth and development for the mutual benefit of the employee and City.

A. Administration

1. Employees are expected to search out the most reasonably priced arrangements for their travel event, taking into consideration their personal safety and a reasonable level of comfort.
2. The City does not contract with a specific travel agent. Employees may book travel arrangements through an agent of their choosing or by utilizing one of the many Internet sites available for such purposes.
3. Travel arrangements that include air, lodging, and / or car rental should be made as far in advance as possible, preferably at least 30 days prior to the travel event, to ensure the most economical and desirable arrangements.
4. Employees that have not been issued a City credit card are urged to use their personal credit card for payment of travel expenses, thereby reducing / eliminating the need for cash advances. Timely submission of approved requests for reimbursement will provide employees with reimbursement funds in time to pay their credit card charges as they become due.

B. Guidelines for Travel Authorization

1. Decisions as to which travel is authorized begin with the budgetary process. Travel needs must be anticipated and submitted in the annual budget for approval by the City Mayor and Council.
2. The authorizing party's responsibility is to stay within his / her Departmental budget's travel allocation, as approved by the City Mayor and Council.
3. Prior to approving a travel request, the authorizing party is responsible for determining that a sufficient unexpended appropriation remains in the travel and training budget to reimburse all expected costs of the travel.
4. Personal items, alcoholic beverages, and expenses of family members are not authorized. Expense reports **must** **shall** be prepared to reflect only actual expenses essential to the conduct of City business by the employee. The City will not pay for such items as movies, room service, pay-per-view, sporting events, and any other nonessential expenses.
5. Requests for travel, travel advances, and actual expense reimbursement must be authorized by the Chief of Police or his / her designee.

RESTRICTED LAW ENFORCEMENT DATA

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XI. **Expense Reimbursement Policies**

The following reimbursement guidelines are intended to set forth maximum standards. Employees and officials of the City are expected to spend funds prudently and in the best interest of the City.

A. Lodging

Reimbursement for lodging is authorized when the employee's travel requires overnight accommodation. Overnight accommodations must be approved by the authorizing party. Receipts are required for all lodging costs.

1. Employees are reimbursed for the cost of a standard hotel room available in the travel vicinity. The lowest corporate, governmental, or special rate should be requested along with any other discounts that the employee may be entitled to receive (i.e. Senior citizen, AARP, AAA).
2. Advance registration, prepaid by City check, ~~will~~ shall be used whenever possible.
3. For in-state travel, employees are responsible for obtaining a tax-exempt certificate prior to travel. Division Administrative Assistants should have copies available. This certificate is to be presented at the time of check-in. In some instances, if lodging is not prepaid by a City check, the hotel may not accept the tax-exempt certificate. It is the responsibility of the employee to ensure the necessary steps are taken to receive tax-exempt status for lodging. Employees ~~will~~ shall not be reimbursed for taxes eligible for exemption. If paid with a City credit card, the employee ~~will~~ shall be required to reimburse the City.
4. The City ~~will~~ shall pay only actual room rental costs, supported by the hotel bill, for each day that lodging away from home is required for business reasons. The employee is responsible for submission of the receipt, and failure to do so ~~will~~ shall result in the employee not being reimbursed by the City. If paid with a City credit card, the employee ~~will~~ shall be required to reimburse the City for any unauthorized expenses.
5. When two employees share a room that has not been prepaid by a City check, one employee ~~will~~ shall pay and request reimbursement for the full lodging charge. The second employee shall not be entitled to any reimbursement since he / she did not incur any expense. In the rare instance where the hotel agrees to split the bill, each employee will be responsible for their share and each entitled to reimbursement.

B. Meals

Employees are entitled to a per diem for meals when traveling for City business. Actual receipts are not required when requesting reimbursement at the per diem rates. If an employee is attending training at a facility where meals are provided at a cost lower than the per diem rate, the per diem rate can be reduced at the discretion of the authorizing party.

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1. For training, conferences, or other authorized City business held in Georgia or out-of-state, the per-diem reimbursement ~~will~~ shall be paid at the rate suggested by the U.S. General Services Administration (GSA) for the location, less the incidental expense of \$5.
2. The first and last day of travel ~~will~~ shall be paid at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form, include a printout of the GSA rate and M&IE breakdown for the location. Receipts are not be required when requesting reimbursement.
3. When considering reimbursement for training, conferences, or other authorized City business that include some meals as part of a registration fee, use the M&IE breakdown on the GSA website to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>).
4. Reimbursement for ~~DPD~~ Recruits attending the Basic Law Enforcement Training Course ~~will~~ shall be made at \$30 per day.
5. Meals purchased while attending training, conferences, or other events inside Whitfield County ~~will~~ shall not be reimbursed.
6. The Chief of Police or his / her designee may be required to meet with persons of other governments or professional associations in which the exchange of information will prove to be beneficial to the City. In this situation, it may be deemed appropriate to pay for the cost of the meals for the employee and the guest of the City. A receipt shall be attached to the City of Dalton's Business Travel Expense Report upon submission for reimbursement.

C. Transportation

It is the responsibility of each employee and official to choose the least expensive mode of transportation that conforms to this policy.

1. Air, Rail, and Bus

Air, rail, and bus are acceptable modes of travel for destinations not within reasonable driving distance. Transportation shall be obtained at the most economical rate. "Economy" or "tourist" level shall be obtained for the most economical mode of travel, where available. Receipts are required for reimbursement or payment of transportation costs.

2. Department Vehicles

- a. The use of a Department vehicle is authorized for City business purposes only. Department vehicles shall only be driven by Department employees. The requirements and responsibilities of an employee driving a Department vehicle include:

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1. Must possess a valid driver's license.
 2. Be insured by the City's vehicle insurance policy.
 3. Be the only person to drive / operate the vehicle.
 4. Must wear safety belts at all times during operation of vehicle.
 5. Prohibited from operating the vehicle while under the influence of alcohol, drugs, or any medications that may impair the ability to operate the vehicle.
 6. Prohibited from using any form of tobacco while in a Department vehicle.
 7. Immediately report any damage to the vehicle to a Supervisor or Division Commander.
- b. When more than one employee is attending the same conference, meeting, training, or other event, the employees shall ride-share in Department vehicles, when feasible. If space is available in a Department vehicle, but an employee chooses to use his / her personal vehicle, then that employee shall not be reimbursed for mileage.
 - c. Gas cards should be used for all gas purchases while traveling. No other purchases, such as food or drinks, is allowed to be charged on the gas card. Gas cards are kept in the Property and Evidence Section and must be signed out for use and signed in upon return.
3. Personal Vehicles

Use of personal vehicles is allowed when a Department vehicle is not available and is pre-approved by a Division Commander.

- a. The reimbursement rate is the per diem business rate published by the Internal Revenue Service as a cents-per-mile reimbursement. This amount changes periodically and can be found on the Internal Revenue Service website. This rate covers fuel, maintenance, and liability and physical damage insurance costs of the personal vehicle.
- b. When more than one employee is attending a particular function, separate car allowances are not approved unless separate arrival and departure times are dictated by other City business or the vehicle will not accommodate the number of people attending the function (normally four persons) and another Department vehicle is not available. It is the responsibility of the authorizing party to document and approve.

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- c. The employee must submit a Business Travel Expense Report documenting mileage driven for City business before reimbursement will be made. The authorizing party is responsible for ensuring that the total number of miles is correct.

4. Rental Cars

- a. Rental vehicles are not to be used unless the cost is less than that of other available transportation, such as taxis, shuttles, or mass transit, and local transportation is not available. The use of a rental vehicle must be pre-approved by a Division Commander.
- b. Rentals shall be limited to “mid-size” vehicles with standard accessories, unless special circumstances dictate a larger vehicle.
- c. Rentals ~~will~~ **shall** be covered by appropriate insurance, as required by applicable state laws.
- d. City and Department policies and procedures governing the use of vehicles shall apply to rental vehicles.
- e. Receipts are required for reimbursements of all rental car costs, including fuel. The rental agreement must accompany the reimbursement request.

- 5. Local transportation and parking costs incurred while out of town for City business ~~will~~ **shall** be reimbursed. All reimbursement requests must have a receipt and be submitted with the Business Travel Expense Report.

D. Registration Fees

Registration fees for conferences, seminars, continuing professional education, and training events should be prepaid with a Department credit card or city check upon registration. If an employee is required to personally pay for the registration fees, proper documentation, which may include a registration form, event agenda, registration confirmation, or other information, shall be submitted with the business travel expense report.

XII. **Non-allowable Expenses**

There are specific types of expenses which are considered personal in nature and not reimbursable. These expenses specifically include, but are not limited to:

- A. Air travel and other personal trip insurance
- B. Barber, manicurist, shoe polish
- C. Briefcases, suitcases, or other items of personal use
- D. Entertainment expenses (airline headsets, theater or movie tickets, sporting events, etc.)

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- E. Personal reading materials
- F. Repairs, maintenance, or insurance on personal vehicles
- G. Traffic fines or court costs
- H. Unauthorized trips, gifts, donations, or club memberships
- I. Lost or stolen personal property while traveling on City business

XIII. Expense Reimbursement Procedures

- A. Upon returning from the properly authorized trip, the employee ~~will~~ **shall** present to the authorizing party a complete itemization of all trip expenses on a Business Travel Expense Report. This final expense statement, with all required receipts and deductions of prepayments (registration fee, hotel, per diem amounts, etc.), shall be submitted to the authorizing party within thirty (30) days after returning from the trip. The authorizing party ~~will~~ **shall** review, sign, date, and properly submit the itemization of expenses to the City Finance Department.
- B. Guidelines for Completing the Business Travel Expense Report
 - 1. Overnight travel
 - a. Must have a hotel receipt, even if lodging was prepaid by a City check or Department credit card
 - b. Any exception must be noted on the report (stayed in training facility, stayed with relative, etc.).
 - 2. Registration
 - a. Must have documentation of registration, even if prepaid by a City check or Department credit card (registration form, brochure, agenda, etc.)
 - b. If no registration fee applies (i.e. training provided free of charge), it must be noted on the report along with documentation (i.e. email from host agency, agenda, etc.).
 - 3. Meals
 - a. If claiming meal reimbursement or per diem associated with an event, must provide supporting documentation for event that evidences date, time, and place (brochure, agenda, registration form, etc.)
 - b. Must provide printout of GSA website for the rate of the location of the event.

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- c. If claiming a per diem rate less than the maximum rate (meal included in registration, training facility provides food at a lesser cost, etc.), it must be noted on report.
- C. The Finance Department ~~will~~ shall audit Business Travel Expense Reports to determine mathematical accuracy, cross-reference amounts to receipts, and review appropriateness of expenses within the guidelines of this policy. Upon determination of accuracy, the reimbursement request ~~will~~ shall be processed and a payment made to the employee.
- D. Submission of an inaccurate Business Travel Expense Report ~~will~~ shall be returned to the Department for correction and resubmission.
- E. Any employee who knowingly submits a false claim for reimbursement ~~may~~ shall be subject to disciplinary action up to and including termination.

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 May 1, 1998	Number GO89-3.3
Subject Uniform and Employee Appearance Standards			
Reference CALEA Standards – 22.1.6, 26.1.1, 41.3.4, 41.35, 41.3.6		Revised October 22, 2019 September 28, 2021	
Distribution All Personnel	Re-evaluation Date October 2024 September 2023		No. Pages 14

I. Policy

It is the policy of the Dalton Police Department that members of the Department ~~will~~ shall be neat, clean, and well-groomed in their personal appearance while on duty. Members of the Department ~~will~~ shall follow all the rules and regulations in regard to the wearing of the police uniform, civilian dress, accessories, and related equipment.

II. Purpose

The purpose of this directive is to establish a guideline detailing professional grooming and uniform standards that contribute to uniformity of appearance, professionalism, esprit de corps, officer safety, and ~~to assist the general public in properly identifying the~~ identification of members of this Department.

III. Procedure

A. Personal Appearance – General Guidelines

All members should keep in mind that the average citizen does not normally come into frequent personal contact with Officers or other Department members. A citizen will often form an opinion of the image of the entire Department based upon a single personal contact with an individual member. The most carefully designed and selected uniform of the best quality and tailoring cannot compensate for the Officer who does not maintain it properly and who is sloppy in appearance. All members shall pay particular attention to personal hygiene and grooming.

1. At all times, while on duty, all members of the Department shall be well-groomed, neat in appearance, and in conformance with all uniform and appearance standards established herein.
2. No member of the Department ~~will~~ shall permit anyone from outside the Department to use or wear any piece of equipment or item of the official ~~police~~ Department uniform without approval of the Chief of Police.

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3. A member of the Department may be held accountable for the repair or replacement of any piece of equipment or item of the official ~~police~~ Department uniform that is lost or damaged because of negligence.
4. Under no circumstances ~~will~~ shall part of the official ~~police~~ Department uniform be mixed with the wearing of civilian clothes, except for the duty weapon.
5. Officers below the rank of Sergeant shall be issued a two-toned badge and silver shirt accessories. Sergeants and above shall be issued a gold badge and accessories.
6. The official badge of the Department is a solid gold or a two-tone badge that designates the rank of the Officer across the top. The Department name is printed below a silhouette of the Police Services Center, which is below the multi-colored City of Dalton seal.
7. When necessary, the Chief of Police or his / her designee may prescribe other types of clothing in order to attain Department goals or give special permission to deviate from the approved uniform list.
8. All uniform purchases ~~will~~ shall be made from the approved list of uniform items maintained and updated by the Property and Evidence ~~Technician(s)~~ Section. Changes made to the approved uniform list must be approved by the Chief of Police.
9. Watch Commanders and unit Supervisors shall inspect employees at the beginning of their tour of duty to ensure that their uniforms / clothing is complete, clean, and neat.
10. All members shall wear their false teeth, if applicable, unless a medical reason, supported by a doctor's recommendation, prohibits them from doing so.

B. Personal Appearance of Employees

1. Hair Styles – Sworn Employees
 - a. Hair styles ~~will~~ shall be neat, clean, and well-groomed. Extreme hairstyles are prohibited.
 - b. Dyed, tinted, or bleached hair must be within a naturally occurring color range and must be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.
 - c. Hair must be styled in such a manner so that it does not interfere with uniform headgear or any specialized equipment and ~~will~~ shall not interfere with officer safety and effectiveness.

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- d. The Chief of Police may excuse employees that are assigned to specialized duties, such as the Drug Enforcement Unit, from the hair and grooming standards.

2. Sworn Male Hair Standards

- a. Hair ~~will~~ shall be trimmed neatly and ~~will~~ shall not cover or extend over the ears.
- b. The hair may touch the top of the uniform shirt collar in normal posture but ~~may~~ shall not cover it.
- c. Sideburns shall not extend below the middle of the ear and ~~will~~ shall not be flared.
- d. Mustaches ~~must~~ shall be small, neatly trimmed, and not extend below the upper lip.
- e. Beards, including goatees, may be worn at the discretion of the Chief of Police. When worn, beards ~~must~~ shall be neatly trimmed and no longer than half an inch in length.
- f. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

3. Sworn Female Hair Standards

- a. Hair shall be neatly trimmed, shaped, and in a style that permits wearing of the uniform hat, baseball cap, or other Department emergency equipment.
- b. Hair longer than the bottom of the uniform shirt collar ~~must~~ shall be pulled back and up, and it cannot extend below the bottom of the uniform shirt collar.
- c. Hair accessories ~~must~~ shall be conservative in style and color-coordinated with the uniform.
- d. The Chief of Police shall consider and may approve exemptions to these requirements on a case-by-case basis. Such exemptions may be appropriate only in cases where the member demonstrates a religious or medical need for accommodation.

4. Non-Sworn Employee Hair Standards

- a. Hair styles ~~will~~ shall be neat, clean, and well-groomed. Extreme hairstyles are prohibited.

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- b. Dyed, tinted, or bleached hair ~~must~~ shall be within a naturally occurring color range and ~~must~~ shall be professional in appearance. For purposes of this directive, the naturally occurring color range does not include unique hair colors, such as pink, blue, purple, or green.
- c. Hair ~~must~~ shall be styled in such a manner as to not interfere with assigned duties, specialized equipment, or employee safety and effectiveness.
- d. Mustaches and beards are allowed for non-sworn male employees but ~~must~~ shall be neatly trimmed and professional in appearance.

5. Jewelry

- a. All employees may wear jewelry that is clean, neat, and of a style that presents a professional appearance, is not offensive to others, and is consistent with the type of assignment and duty performed.
- b. No ring shall be worn that interferes with the use of equipment or hinders the use of the hand and fingers. No more than one ring may be worn on each hand (a wedding band and engagement ring count as one ring).
- c. Sworn members, while in uniform, may wear one watch, one bracelet, and a necklace that is not visible. A medical alert bracelet and / or necklace is permitted.
- d. Non-sworn members are permitted to wear one earring stud per natural earlobe. Plugs (used to enlarge piercing holes in the ear lobes) are prohibited. Sworn members are not permitted to wear earrings.
- e. No tongue studs or visible body piercing shall be worn.

6. Cosmetics – Appropriate cosmetics, conservative in nature, are permitted. The coloring and length of fingernails shall be conservative.

7. Tattoos – While on duty, in uniform, or representing the Department as an employee, all employees shall adhere to the following guidelines for tattoos, body art, and / or branding.

- a. No employee shall display any tattoo, body art, or branding on their person. One wedding band tattoo on the left ring finger is acceptable, if discreet and professional in appearance.
- b. All tattoos not in compliance with this guideline must be covered with additional clothing, a bandage(s), or a sleeve that is either flesh-toned, navy blue, or black in color.

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- c. As an alternative to the sleeve or bandage, Officers may wear a long sleeve uniform shirt without a tie or turtleneck dickey during the summer months.
- d. The Chief of Police may authorize specific employees to display tattoos while assigned to specialized duties, such as the Drug Enforcement Unit or the Safe Streets Task Force. Authorization ~~will~~ shall be ~~given~~ considered on a case-by-case basis.

IV. **Uniform Classes**

A. Class A - Official Dress Uniform

This class uniform shall be considered the official dress uniform and is to be worn for the following:

- 1. Funerals
- 2. Any event / detail, as directed by the Chief of Police or his / her designee. This uniform shall consist of uniform trousers, uniform long-sleeve shirt, dress hat, uniform tie, approved black plain-toe uniform footwear, and black socks. All garments shall have the proper rank designation, uniform emblems, nameplate, badge, and hat device.

B. Class B - Official Working Uniform

This uniform shall be worn for normal, daily duty in accordance with the following guidelines:

- 1. Uniform trousers
- 2. Uniform shirt, either short or long sleeves
- 3. Uniform jacket (The raincoat may be substituted.)
- 4. Uniform sweater worn over the uniform shirt with an LAPD navy blue or black turtleneck dickey or tie
- 5. Seasonal hat
 - a. The fur cap may be worn if the weather conditions dictate.
 - b. A Departmentally-approved baseball cap may be worn under the following conditions:
 - 1. When directing traffic outside the vehicle
 - 2. When outside the vehicle in inclement weather
 - 3. During special events / details, when approved

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4. During specialty assignments that require extended time in direct sunlight
5. When authorized by the Chief of Police or his / her designee
- c. Baseball caps shall not be worn inside buildings, unless as a continuation of one of the above conditions.
- d. Baseball caps shall be worn squared and centered on the head.
6. An LAPD navy blue or black turtleneck dickey or tie ~~will~~ shall be worn with the long-sleeved uniform shirt. The tie ~~will~~ shall be worn when appearing in court and while working or appearing at city government meetings. (The approved baseball cap should never be worn with a tie).
7. If visible, a black or navy-blue undershirt (t-shirt, compression shirt, etc.)
8. Black, plain-toe, uniform footwear, as approved
9. Socks, black or navy blue in color
10. Duty weapon with a black basket weave patterned duty-belt and duty-holster
11. Black basket weave patterned magazine pouch and two duty weapon magazines (a third duty weapon magazine is optional)
12. Black, gray, or silver handcuffs in a black basket weave patterned handcuff case (a second set of handcuffs is optional)
13. Impact tool in a black basket weave patterned holder (optional)
14. Black leather gloves (optional)
15. OC spray in a black basket weave patterned holder (optional)
16. Taser in a black duty-holster (provided it is functional)
17. Department-issued flashlight in a black basket weave patterned holder (an additional tactical flashlight in a black holder is optional)
18. Cell phone in a black or gray holder (may be worn on the uniform as long as the phone does not distract from the uniform or duty belt)
19. Tourniquet in a black holder (optional)
20. Portable radio in a black holder
21. Black basket weave patterned pouch with nitrile or latex gloves (optional)
22. Body-worn camera (if assigned)

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23. Any other item approved by the Chief of Police

C. Class D - Training Uniform

1. This uniform is composed of a black or navy blue knit golf shirt with the Department insignia, beige, khaki, or brown casual (khaki-type) pants with coordinating gear, and casual shoes or black, plain-toe uniform footwear. Athletic shoes ~~will~~ shall not be worn. This uniform may be worn at the discretion of the Chief of Police or his / her designee.
2. The Departmentally-approved baseball cap may also be worn with the training uniform at the direction of the Chief of Police or his / her designee.
3. In all situations, unless changed or dictated by the course instructor, the official working uniform ~~will~~ shall be acceptable for training.
 - a. ~~1.~~ Classroom training – Appropriate dress for the classroom environment ~~will~~ shall consist of the training uniform or casual (khaki-type) pants and a shirt with a collar. Uniform boots or shoes ~~will~~ shall be worn. Casual dress shoes in black or brown are also acceptable. No tank tops, jeans, shorts, t-shirts, or athletic shoes are allowed.
 - b. ~~2.~~ Firearms and defensive tactics training – Clothing ~~will~~ shall consist of BDU or 5.11 style pants and a comfortable shirt (dictated by the weather). In addition, a hat with a bill is required at the firearms range. Uniform boots or shoes shall be worn. No tank tops, jeans, shorts, athletic shoes, or offensive t-shirts are allowed.
 - c. ~~3.~~ Out-of-town training – The standard of dress for off-site training ~~will~~ shall be the same as if the employee were attending ~~Agency~~ Department-sponsored training. Off-site training refers to training away from the facilities of the Dalton Police Department.
 - d. ~~4.~~ Exceptions – The instructor or sponsor of the training course may dictate or require alternative clothing or footwear that is applicable for the course that is being taught.

D. Honor Guard

1. This uniform shall be worn by Honor Guard members, as directed by the Chief of Police or his / her designee, and shall consist of the following:
 - a. High collar dress jacket with Dalton Police Department shoulder patches
 - b. Trousers
 - c. Black socks

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- d. Black high-gloss shoes
 - e. White gloves
 - f. Honor Guard hat with gold hat braid, blue striped hat band, and enameled hat badge
2. The Honor Guard uniform shall be worn in the following manner:
- a. No rank ~~will~~ shall be displayed on the jacket, and the issued police badge ~~will~~ shall be worn on the left side in the slot provided. The Honor Guard pin ~~will~~ shall be worn centered over the right breast pocket, resting on the top seam of the pocket. No name plate ~~will~~ shall be worn.
 - b. The Honor Guard hat ~~will~~ shall be worn at all Honor Guard functions, unless directed by the Chief of Police or his / her designee. The hat badge ~~will~~ shall be gold with blue enamel and ~~will~~ shall have "POLICE" in the rank field. Hats shall be worn squared and center on the head.
 - c. White gloves ~~will~~ shall be worn by Honor Guard members when actively engaged in an assignment. When the gloves are not worn, they ~~will~~ shall be neatly tucked into the belt on the right side. The right-hand glove ~~will~~ shall be removed whenever someone offers to shake hands.

V. **Wearing of the Department Uniform**

A. Hats

- 1. Hats and caps ~~should~~ shall be worn squared and centered on the head.
- 2. Hats that require a badge on them shall have the proper Dalton Police Department shield in the center of the hat, aligned straight up and down.

B. Shirts

- 1. An optional whistle chain should be worn on the right shoulder connected to the flap or button of that shoulder, depending on the type of chain issued.
- 2. The badge is worn over the left pocket in the slot provided.
- 3. The nameplate is worn over the right pocket, centered on the pocket with the pins resting against the top seam of the pocket.
 - a. Officers having at least three (3) years of service may wear a "Serving Since" attachment on the bottom of the nameplate.
 - b. Officers with the following distinctions may wear a titled nameplate holder: D.R.E. (Drug Recognition Expert), Honor Guard, Instructor,

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~~P.T.O. (Police Training Officer)~~ F.T.O. (Field Training Officer), or Reconstructionist.

4. Medals, ribbon bars, and pins

- a. Medals may be worn only on the official dress uniform for ceremonial / special occasions or when stipulated by the Chief of Police. They may be worn on the flap of the right breast pocket, centered one-half (1/2) inch below the top seam.
- b. A ribbon bar(s) may be worn above the right pocket above the nameplate on the official working uniform.
- c. Award of Valor – For each additional Award of Valor, the Officer ~~will~~ **shall** be presented a medal and ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- d. Life Saving Award – For each additional Life Saving Award, the Officer ~~will~~ **shall** be presented with a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- e. Award of Merit – For each additional Award of Merit, the Officer ~~will~~ **shall** be presented a ribbon bar along with a citation. The additional ribbon bar may be worn at the same time as any other award(s) given in the past.
- f. Awards from Outside Agencies – An Officer receiving any ribbon or medal award(s) from any other police agency may wear it above the nameplate area above the right breast pocket with the approval of the Chief of Police.
- g. Advanced or Specialized Training Pin – Officers may wear one (1) pin that is awarded by an outside agency or association that denotes successful completion of advanced or specialized training. Each pin must be approved by the Chief of Police, and when worn, ~~will~~ **shall** be centered over the right breast pocket directly above the nameplate, U.S. flag pin, or other award ribbons.
- h. American Flag Pin – An American flag pin, issued by the Department, may be worn on the Class A or Class B uniform, centered one eighth (1/8) inch above the name plate. No other flag pins shall be displayed on the uniform.

C. Collar Insignia

1. Non-Supervisor Officers shall wear silver “DPD” insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia ~~will~~ **shall** be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.

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2. Sergeants shall wear gold "DPD" insignia on each side of the collar of the Class A and Class B uniform. The edges of the insignia ~~will~~ shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.
3. Lieutenants shall wear a single ~~one~~ three quarter (3/4) inch gold bar on each side of the collar of the Class A and Class B uniform. The bar ~~will~~ shall be placed along the inside seam of the collar, about one quarter (1/4) inch from the edge, centered between the top and the point of the collar.
4. Captains shall wear ~~one~~ three quarter (3/4) inch double gold bars on each side of the collar of the Class A and Class B uniform. The double bars ~~will~~ shall be centered on the collar at a 45-degree angle.
5. The Assistant Chief of Police shall wear a single gold star on each side of the collar of the Class A and Class B uniform. The star ~~will~~ shall be centered on the collar.
6. The Chief of Police shall wear two gold stars on each side of the collar of the Class A and Class B uniform. The edges of the set of stars ~~will~~ shall be placed about one quarter (1/4) inch from the edges of the collar. The insignia shall be centered on the collar at a 45-degree angle.

D. Shoulder Patches

The official ~~Agency~~ Department patch shall be displayed on the right and left shoulder of all uniform shirts, jackets, coats, and sweaters and shall be centered one inch below the shoulder seam.

E. Rank Identification

1. Police Officers First Class shall wear a single silver chevron on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
2. Master Police Officers shall wear two silver chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
3. Sergeants shall wear three gold chevrons on each shirt and coat sleeve, one quarter (1/4) inch below the shoulder patch and centered on the sleeve.
4. Lieutenants shall wear, in addition to the collar insignia on the uniform shirt, a single ~~one~~ three quarter (3/4) inch gold bar on the epaulets of the uniform coat.
5. Captains shall wear, in addition to the collar insignia on the uniform shirt, ~~one~~ three quarter (3/4) inch double gold bars on the epaulets of the uniform coat.

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VI. **Regulations for Purchasing of Uniforms and Equipment**

- A. The annual uniform allowance and equipment accounts and their method of disbursement are determined by the Chief of Police or his / her designee based upon current uniform costs, usage, and unforeseen replacement needs.
- B. The amount of the uniform allowance line item is determined by budget appropriations.
- C. Uniformed employees ~~will~~ shall not be provided an annual uniform allowance during their first year of service.
- D. The Department may offer a clothing allowance for certain non-uniformed positions within the Department. The amount of the allowance ~~will~~ shall be determined by budget appropriations and shall be dispersed bi-annually as an addition to the employee's regular compensation.

VII. **Regulations for Purchasing of Non-Uniform Items and Equipment**

- A. At no time ~~will~~ shall any sworn or non-sworn employee purchase items not specified in this order and its amendments or related orders without first having received an authorization from the Chief of Police or his / her designee.
- B. At any time, a piece of equipment used by an Officer or other employee may be rejected for Departmental use if it has not first received authorization by the Chief of Police or his / her designee.

VIII. **Uniform Specifications**

A. Uniformed Personnel

The Property and Evidence ~~Technician(s)~~ Section ~~will~~ shall maintain a current list of uniform specifications and the proper wearing instructions. Copies ~~will~~ shall be sent to all uniformed personnel if changes occur.

B. Civilian Attire

- 1. Personnel whose duties allow them to wear civilian attire, those Officers appearing in court out of uniform, or those personnel representing the ~~Dalton Police~~ Department in any other official capacity ~~will~~ shall wear conservative clothing, which would normally be acceptable as proper by the business community.
 - a. For men, this would be a business suit and tie; sports coat, slacks, and a tie; or casual (khaki-type) pants with the Department-approved ~~black~~ button-down collared shirt with the Department insignia. For court appearances, male personnel shall wear a business suit and tie or sports coat, slacks, and a tie.

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- b. For women, acceptable clothing would be a dress, skirt or slacks and blouse, business suit, or casual (khaki-type) pants with the Department-approved button-down collared shirt with the Department insignia. For court appearances, female personnel shall wear a dress, skirt or slacks and blouse, or business suit.
 - c. These uniforms may be worn at the discretion of the Chief of Police or his / her designee, and any attire not provided by the Department shall be purchased by the employee. Denim jeans ~~will~~ shall not be acceptable attire for men or women, unless approved by the Chief of Police.
2. Civilian clothing ~~will~~ shall be clean and neatly pressed, and shoes ~~will~~ shall be shined.
 3. Special attire shall be allowed when job necessities require it or when approved by the employee's Supervisor.
 4. If an employee is unsure if a specific type of attire is appropriate, he / she should check with his / her Supervisor before wearing or purchasing the articles of clothing for work.
 5. American flag pins can be worn on the left side of the shirt, blouse, jacket, etc. near the heart.

C. Protective Body Armor

1. In order to enhance the safety and security of Officers, the following job assignments require the wearing of protective body armor while on duty.
 - a. Officers and Supervisors assigned to the Patrol Division
 - b. Criminal Investigations Division Officers and Supervisors when engaged in search and / or arrest situations
 - c. All other Officers when engaged in special operations or while performing functions that require the stopping of motorists or arresting of violators
 - d. All personnel engaged in pre-planned, high-risk situations, such as warrant execution or any other situation where the risk of violence is present.
2. While on duty, Officers not wearing protective body armor shall make their protective body armor available by storing it in their Department vehicle trunk in a current state of readiness. Investigators shall keep their protective body armor with them while traveling to and from work assignments, if accompanying another Investigator.
3. Officers shall wear protective body armor while wearing the training uniform or any other clothing or equipment that, while being worn uncovered and

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openly visible, identifies them as a police officer. Officers may remove the protective body armor while in a training setting, if requested to do so by the instructor.

4. Division Commanders may make exceptions to the aforementioned requirements, if appropriate.

D. Knives

1. Knives are not issued by the Department or authorized for use as a weapon in their traditional context. However, the Department does recognize that knives are legitimate law enforcement tools of the trade.
2. While wearing the official working uniform or civilian attire, Officers may carry a folding knife in a specifically designed holder on the duty belt or in the pocket.
3. The blade shall not be longer than five (5) inches and can either have a serrated or straight edge.
4. Folding knife blades ~~will~~ shall not be casually visible to the public, except during intentional use.
5. A fixed-blade knife may also be worn but ~~must~~ shall be carried concealed.
6. Supervisors shall be responsible for inspecting all knives carried on-duty by their subordinates to ensure compliance with this directive.

IX. **Uniform / Equipment Replacement**

- A. The Department issues uniforms and equipment to all ~~Officers~~ employees. ~~Officers~~ Employees are responsible for all issued uniforms and equipment and are required to maintain them in a state of operational readiness, providing for their general upkeep.
- B. Whenever a uniform item or piece of authorized equipment needs to be replaced or purchased, a Uniform Allowance Report (Appendix A) shall be filled out and signed by the requesting ~~Officer~~ employee and forwarded to his / her Supervisor. An explanation detailing the reasons ~~must~~ shall accompany any request for purchase of authorized items from other than the designated primary vendor.
- C. The Division Commander shall either concur or not concur with the recommendation and forward the request to the Property and Evidence ~~Technician(s)~~ Section or back to the Department member that requested the item.
- D. After a request is received by the Property and Evidence ~~Technician(s)~~ Section, the order ~~will~~ shall be placed with the primary vendor.
- E. The cost of any purchase of unauthorized uniform items or equipment shall be the responsibility of the individual ~~Officer~~ employee.

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X. **Central Issued Equipment File**

The Property and Evidence ~~Technician(s)~~ Section shall maintain a central file containing all Property Issue / Return Forms, which tracks the issued equipment for each member of the ~~Agency~~ Department.

XI. **Auxiliary Uniform**

All auxiliary members of the Department shall wear a uniform that ~~will~~ clearly distinguishes them from sworn Officers. ~~The Dalton Police Explorers' Standard Operating Procedures manual provides the standards for the Explorer uniform.~~

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

UNIFORM ALLOWANCE REPORT

Date _____

The undersigned requests authorization to expend funds from the uniform allowance in accordance with GO89-3.3 as amended for the following reasons:

_____ Replacement
_____ New equipment
_____ Other _____

_____ Items Requested _____

Item Name	Description	Item Number
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Requested by _____

I recommend that above-named employee's request/order be _____ approved _____ not approved.

Comments: _____

Date _____ Supervisor _____

I _____ concur _____ do not concur with recommendation.

Comments: _____

Date _____ Division Commander _____

EPF UAR 920413 R1011

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO94-3.10
Subject Off-Duty / Extra-Duty Employment			
Reference CALEA Standards – 4.3.1, 22.2.4, 22.2.5		Revised October 27, 2020 September 28, 2021	
Distribution All Personnel	Re-evaluation Date October 2022 September 2023		No. Pages 9

I. Policy

It is the policy of the Dalton Police Department to allow employees to participate in off-duty and extra-duty employment only within the limitations set forth by law and this directive and as long as such off-duty or extra-duty employment does not interfere in any way with the employees' performance of their duties and responsibilities as employees of the Dalton Police Department.

II. Purpose

The purpose of this procedure is to set forth the guidelines, conditions, and restrictions relating to off-duty and extra-duty employment.

III. Definitions

- A. *Extra-duty employment* – Secondary employment wherein the actual or potential use of law enforcement powers is anticipated, and the employee is functioning in the capacity of a law enforcement employee of this Department, although not on duty and not being paid from the Department payroll. In such an instance, the employee is considered to be working as an employee of the secondary employer or as an independent contractor, although his / her law enforcement authority arises out of his or her position within the jurisdiction of this Department.
- B. *Off-duty employment* – Secondary employment entirely independent of the authority arising out of a position of a law enforcement agent of the Department. The employee is considered to be an employee of the secondary employer or an independent contractor and is not functioning nominally in the capacity of a law enforcement officer or employee of the Department.

IV. Procedures, Rules, and Regulations

A. Applications

- 1. An application for approval for off-duty or extra-duty employment shall be submitted and reviewed through an employee's chain of command to the Chief of Police.

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2. An Off-Duty Employer Assurance Agreement or an Extra-Duty Employer Assurance Agreement shall be completed by the prospective employer before the employee accepts the off-duty or extra-duty employment. The requests shall also include the significant aspects of the employee's prospective employment.
3. All requests for approval of off-duty or extra-duty employment must be reviewed and approved by the Chief of Police. The Chief of Police retains the authority to approve or disapprove any request and to withdraw previously-given approval for any employee's off-duty or extra-duty employment (O.C.G.A. §16-10-3).
4. All such requests are subject to being investigated by the Department to determine whether the off-duty or extra-duty employment is suitable for a Department employee.
5. Approvals for off-duty / extra-duty employment shall expire on December 31st of each year or if the off-duty / extra-duty employer changes ownership. Employees must then re-submit an application and obtain approval from the Chief of Police in order to continue the applicable employment.

B. Accountability to Department

1. No employee may engage in any off-duty or extra-duty employment without the prior explicit approval of the Chief of Police.
2. No employee shall engage in any off-duty or extra-duty employment that interferes with his / her ability to adequately perform all the duties and responsibilities of his / her primary employment with this Department.
- ~~3.2.~~ Any employee engaged in off-duty or extra-duty employment shall conduct himself / herself in a manner appropriate for an employee of the Dalton Police Department.
- ~~4.3.~~ Conduct during off-duty or extra-duty employment, which, if it occurred while an employee was on duty would result in disciplinary action, could result in withdrawal of the employee's permission to engage in the off-duty or extra-duty employment.
- ~~5.4.~~ No employee shall engage in off-duty or extra-duty employment for more than forty-eight (48) hours in any fourteen (14) day pay period.
6. No employee shall engage in any off-duty or extra-duty employment within the eight (8) hours prior to reporting for a shift or on-duty assignment with this Department, unless prior approval is requested and received from the employee's Division Commander.
- ~~7.5.~~ No employee shall be permitted to engage in extra-duty employment where the employee will be wearing the Dalton Police Department uniform, using equipment issued by the Department, or employing powers of arrest as a Peace Officer of the State of Georgia unless the extra-duty employer has

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signed an agreement to waive all claims against the Department and to indemnify, hold harmless, and defend the Department from any liability growing out of the employee's extra-duty employment with said employer.

~~8.6.~~ Any employee engaged in extra-duty employment, where the employee will be wearing the Dalton Police Department uniform, using equipment issued by the Department, or employing powers of arrest as a Peace Officer of the State of Georgia, shall only use Department-authorized firearms, ammunition, and less-lethal weapons.

~~9.7.~~ No extra-duty employment shall be allowed until the sworn employee reaches solo status from the Field Training Officer (FTO) Program.

~~10.8.~~ Suitable Extra-duty Employment

a. The Department will generally approve extra-duty employment for the safety of patrons at establishments such as:

- (1) Movie theaters
- (2) Skating rinks
- (3) Retail shopping areas

b. Extra-duty employment will also generally be approved for traffic control for road construction, house moving, or community and church events.

c. The Department may approve extra-duty employment for outside special events that are approved by the Downtown Dalton Development Authority and that are held in the Downtown District.

~~11.9.~~ Unsuitable Extra-duty Employment

No Officer shall participate in extra-duty employment without written permission from the Chief of Police. Written permission shall not be given for:

- a. Extra-duty employment by, in, or around any establishment where alcoholic beverages are sold for on-site consumption, such as bars, night clubs, or lounges, regardless of the type of alcohol pouring license in effect.
- b. Extra-duty employment where the employment is on behalf of a labor organization which is on strike, where the employees of the employer are on strike against the employer or where there is a lockout of employees at the location where the employee is to work.
- c. Extra-duty employment where the employment involves the serving of civil process, the collection of money, or repossession of property.

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- d. Extra-duty employment that poses any real or apparent conflict of interest with those of the Department.
- e. Extra-duty employment that involves the use of Department files, records, or other information not ordinarily available to non-authorized personnel.
- f. Extra-duty employment that involves the use of Department property or equipment, unless the Chief of Police has specifically granted permission for the use of such equipment based on his / her finding that such use and employment will further the law enforcement efforts of the City.
- g. Extra-duty employment that involves the use of Department property or equipment, where said equipment or property will be subject to damage or loss.
- h. Extra-duty employment that would jeopardize a pending criminal case or investigation.

~~12.10.~~ Unsuitable Off-duty Employment

No employee shall participate in off-duty employment without written permission from the Chief of Police. Written permission shall not be given for:

- a. Off-duty employment that would interfere in any way with the employee's performance of his / her duties and responsibilities for the Department.
- b. Off-duty employment that would involve the employee in any situation where there may be a risk of real or apparent conflict of interest between the Department and the employee's off-duty employment.

~~13.11.~~ Employees on Leave of Absence

- a. No employee shall be permitted to engage in extra-duty employment when the employee is on a leave of absence to recover from an illness or injury.
- b. An employee may request written permission from the Chief of Police to engage in or continue off-duty employment while on a leave of absence to recover from an illness or injury. Approval for off-duty employment, obtained prior to the illness or injury, shall not be sufficient to meet this requirement.
- c. No employee shall be permitted to engage in off-duty or extra-duty employment when the employee is on a leave of absence due to a grievance action, disciplinary action, or while the grievance or

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disciplinary action is on appeal to the Public Safety Commission or Director of Human Resources / City Administrator.

C. Denial of Permission for Off-duty or Extra-duty Employment

Permission to engage in off-duty or extra-duty employment is a privilege rather than any employee's right. It may be granted, denied, or withdrawn for the convenience of the Department. The decision to grant, deny, or withdraw off-duty or extra-duty employment permission ~~are the exclusive right~~ is within the sole discretion of the Chief of Police and ~~are~~ is not subject to grievance or appeal. An employee who is experiencing behavior or performance problems or inadequacy may be denied the privilege to engage in or continue off-duty or extra-duty employment.

D. Insurance Coverage

Employees shall not be covered under the City of Dalton benefit policies or insurance policies (including the City's workers' compensation insurance policy) for illnesses or injuries sustained while engaged in off-duty or extra-duty employment, nor shall such employees be eligible to receive leave with pay for illnesses or injuries sustained during off-duty or extra-duty employment. Employees have the obligation to inform the off-duty or extra-duty employer of these facts and to obtain assurances from the off-duty or extra-duty employer that the employee will be covered under that employer's existing insurance policies.

E. Off-Duty / Extra-Duty Administrator

1. The Assistant Chief of Police shall be the off-duty / extra-duty employment administrator for the Department. He / she shall ensure compliance with all policies, processes, and other matters relating to off-duty / extra-duty employment.
2. If the Assistant Chief of Police determines an off-duty / extra-duty employment does not conform to this policy, he / she shall notify the Chief of Police with a recommendation to review or revoke the employment. The Chief of Police shall have final authority in all matters related to off-duty / extra-duty employment.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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**DALTON POLICE DEPARTMENT APPLICATION FOR APPROVAL
OF OFF-DUTY/EXTRA-DUTY EMPLOYMENT**
(To be completed by employee)

Employee's Name _____

Present Assignment _____

Prospective Off-Duty/Extra-Duty Employer _____

Address _____

Type of Business _____

Prospective Immediate Supervisor _____

Business Phone _____ Work Detail From: _____ To: _____
(Date Range not to exceed 12 months)

Employment Duties:

Will Employee be required to work more than 48 hours in a 14-day period? _____ Yes _____ No

Will Employee be expected to wear Dalton Police Uniform? _____ Yes _____ No

Will Employee be expected to use Dalton Police Equipment? _____ Yes _____ No

Will Employee be expected to use police powers of arrest? _____ Yes _____ No

Will Employee be involved in collection of funds or repossession of property? _____ Yes _____ No

Will Employee be involved in service of civil process? _____ Yes _____ No

Will Employee be covered by Off-Duty/Extra-Duty Employer's
liability insurance policy? _____ Yes _____ No

Will Employee be covered by Off-Duty/Extra-Duty Employer's
Workers' Compensation Insurance Policy? _____ Yes _____ No

Does Employer sell alcoholic beverages to be consumed on premises? _____ Yes _____ No

This form must be completed (3 pages) and submitted together with Off-Duty/Extra-Duty Employer Assurance Agreement via chain of command for approval by the Chief of Police. The authorization will only be valid for a maximum period of 12 months. It is the employee's responsibility to ensure a new form is completed if the off-duty/extra duty employer changes ownership.

ADM ODE 940901 R1809

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OFF-DUTY/EXTRA-DUTY EMPLOYMENT APPROVAL APPLICATION

I _____ hereby make this request for approval of my Off-Duty/Extra-Duty employment. I certify that the information contained in my application is true and correct. I certify that I have read Dalton Police Department Order GO94-3.10 in its entirety. I certify that I will abide by all of its terms and conditions, that it will not conflict with my oath of office as a peace officer of the State of Georgia or the City of Dalton, and that I will not be working more than 48 hours in my Off-Duty/Extra-Duty job during any 14-day period.

I fully understand that pursuant to the Dalton Police Department policy, I will not be granted injury leave with pay if I become injured while on this Off-Duty/Extra-Duty employment. I will advise my prospective employer of this policy and his/her potential responsibility if I should receive an incapacitating injury; however, I do understand that I may use any sick leave I have accrued if I become physically incapable of reporting for duty due to an Off-Duty/Extra-Duty injury.

I fully understand that in working at an Off-Duty/Extra-Duty employment position I will not be working for the City of Dalton or its Police Department and that my time spent in Off-Duty/Extra-Duty employment will not be counted toward accrual of any overtime pay or other benefits from the Dalton Police Department.

I fully understand that nothing contained in this request will affect my obligation to the Dalton Police Department to be available for emergency service; and I will not accept this employment or any other employment without the express written consent of the Chief of Police. I understand that the City of Dalton will not be responsible to any person for any injury that I cause while performing my Off-Duty/Extra-Duty job, and that my Off-Duty/Extra-Duty employer will be solely responsible for such injury.

I fully understand that the Chief of Police is not obligated to approve my Off-Duty/Extra-Duty employment and that he may deny or withdraw his approval for my Off-Duty/Extra-Duty employment at any time and for any reason he deems appropriate including for the convenience of the Dalton Police Department.

Employee Signature/Date

Department employees are NOT permitted to work more than 48 hours of Off-Duty/Extra-Duty/regular Off-Duty/Extra-Duty employment during any one-pay period (14 days).

Date Requested: _____

Supervisor Signature: _____

Division Commander Signature: _____

Approved: _____
Chief of Police

Denied: _____
Chief of Police

Date: _____

Date: _____

ADM ODE 940901 R1809

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OFF-DUTY EMPLOYER ASSURANCE AND AGREEMENT
(To be completed by prospective Off-Duty Employer)

_____, (“employer”) hereby agrees that, in consideration for the Police Department of the City of Dalton granting permission to _____ (“employee”) to engage in Off-Duty employment by employer, the undersigned employer will hold the City of Dalton and its Police Department, its Police Chief, managers, supervisors, employees and agents harmless **from and against all claims of bodily injury, loss, or death or property damage arising out of the employee’s extra-duty work for employer and will reimburse any defense costs to the City of Dalton in any action brought against the City of Dalton on account thereof.**

I further agree, as a condition of the Chief of Police approving my employment of said employee, that I will cover said employee under my workers compensation insurance policy for any and all illnesses or injuries, which the employee may suffer in the course of performing his/her employment duties for me. I agree to pay all overtime pay due to the employee in any week in which the employee works more than 40 hours for me.

I understand that the Chief of Police may, at any time, and for any reasons which he deems reasonable in his absolute discretion, deny or withdraw permission for said employee to work for me.

Employer

Date

ADM ODE 940901 ~~R1809~~R2109

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EXTRA-DUTY EMPLOYER ASSURANCE AND AGREEMENT
(To be completed by prospective Extra-Duty Employer)

_____, (“employer”) hereby agrees that, in consideration for the Police Department of the City of Dalton granting permission to _____ (“employee”) to engage in Extra-Duty employment by employer, the undersigned employer will hold the City of Dalton and its Police Department, its Police Chief, managers, supervisors, employees and agents harmless ~~and will pay for their defense from all liability that they might incur as a result of any action or omission either by the undersigned employer, or by said employee while working for or on behalf of the undersigned~~ from and against all claims of bodily injury, loss, or death or property damage arising out of the employee’s extra-duty work for employer and will reimburse any defense costs to the City of Dalton in any action brought against the City of Dalton on account thereof.

I further agree, as a condition of the Chief of Police approving my employment of said employee, that I will cover said employee under my workers compensation insurance policy for any and all illnesses or injuries, which the employee may suffer in the course of performing his/her employment duties for me. I agree to pay all overtime pay due to the employee in any week in which the employee works more than 40 hours for me.

I agree that the Chief of Police may, at any time, and for any reasons which he deems reasonable in his absolute discretion, deny or withdraw permission for said employee to work for me, and that said action will not entitle me to make any claim or engage in any suit against the City of Dalton or its Police Department or its Chief of Police, elected or appointed officials, or their subordinate managers, supervisors, employees, and agents.

Employer

Date

ADM ODE NEW 940901 ~~R1809~~ R2109

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date August 1, 1998	Number GO92-4.1
Subject Patrol Organization and Administration			
Reference CALEA Standards – 41.1.1, 41.1.2		Revised October 22, 2019 September 28, 2021	
Distribution All Personnel	Re-evaluation Date -October 2021 September 2023		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department to provide its citizens with superior police service while meeting Department objectives and accomplishing the police mission. The Patrol function of any law enforcement agency is the largest and the most important segment. No section contributes more to the public reputation of the Department. All personnel are expected to be thoughtful of their actions to keep negative public opinion to a minimum.

II. Patrol Organization and Responsibilities

- A. The Division Commander for the Patrol Division shall be appointed by the Chief of Police and may hold the rank of Captain or Lieutenant.
 1. The Division Commander is responsible for writing objectives for Patrol personnel and ~~will~~ **shall** annually review, rewrite, and distribute objectives.
 2. The Division Commander ~~will~~ **shall** conduct staff meetings and receive input on operations and problems.
- B. The Patrol Division Operations Supervisor is responsible for managing Patrol-related activities as Operations Commander and assisting subordinate personnel in handling unusual and complex situations.
- C. The operations section of the Patrol function consists of the following:
 1. A, B, ~~and~~ C, **and** D patrol shifts
 2. Special Operations Unit
 3. School Resource Officer (**SRO**) Unit
 4. **Community Relations Unit (CRU)**

RESTRICTED LAW ENFORCEMENT DATA

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- D. Each shift is under the direct supervision of a District Commander, which holds the rank of Lieutenant. Sergeants ~~will~~ **shall** assist the District Commander by providing leadership and field supervision to subordinates under their command.
1. District Commanders and Patrol Sergeants are responsible for directing personnel assigned to their shifts toward accomplishment of the objectives set forth by the Department.
 2. District Commanders are responsible for directing crime reduction initiatives in their assigned District.
 3. A, B, ~~and~~ C, ~~and~~ D patrol shifts are responsible for responding to calls for service from the public and proactively addressing criminal activity and traffic violations.
 4. The ~~three (3)~~ **four (4)** patrol shifts shall work an assigned ~~nine (9)~~ **twelve (12)** hour "watch", ~~1st, 2nd, or 3rd~~, ensuring continuous patrol coverage.
 5. District Commanders are also the designated Watch Commanders for each shift. When a District Commander is not available, a shift Sergeant shall assume the role of Watch Commander.
 6. Watch Commanders shall make assignments designating service areas for Patrol Officers on the daily roster and relay the daily roster to the Whitfield County 911 Center.
 7. Each shift shall rotate every ~~six (6)~~ **four (4)** months on a date to be determined by the Patrol Division Commander.
 8. All Patrol Officers and Supervisors shall be assigned to work a twenty-eight (28) day work schedule with pre-determined off days, as approved by the Patrol Division Commander.
- E. School Resource Officers, who are assigned to the Dalton Public School System to keep order and enforce the criminal laws on school properties and functions, ~~will~~ **shall** be supervised by ~~the Patrol Division Operations Supervisor~~ **an SRO with the rank of Sergeant**. When the ~~Patrol Division Operations Supervisor~~ **SRO Sergeant** is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander.
- F. The Special Operations Unit is supervised by an assigned Sergeant and consists of the Traffic Enforcement Unit, ~~the Park Police Unit~~, and the Safety Code Enforcement Unit. When the Special Operations Supervisor is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander. The Special Operations Sergeant is supervised by the Patrol Division Operations Supervisor.
1. Safety Code Enforcement Officers are responsible for the identification, documentation, and enforcement of code violations throughout the City of Dalton.

RESTRICTED LAW ENFORCEMENT DATA

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2. The Traffic Enforcement Unit is assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities.

~~3. The Park Police Unit is assigned to the parks and recreation system to keep order and enforce criminal laws on Dalton Parks and Recreation properties.~~

- G. The Community Relations Unit, which is responsible for engaging and building positive relationships with the community, is supervised by an assigned Sergeant and consists of Community Relations Officers and the Social Media Specialist. When the CRU Sergeant is not working or is unavailable, these Officers shall report to and fall under the supervision of the current Watch Commander. The CRU Sergeant is supervised by the Patrol Division Operations Supervisor.

III. **Patrol Function**

The following are ongoing functions of the Patrol Division:

- A. To form partnerships with the community and assist in the reduction of crimes through systematic problem solving in identified areas of concern.
- B. To respond to all emergency calls for service as quickly and as safely as possible.
- C. To thoroughly conduct preliminary investigations of all crimes and make arrests when possible.
- D. To reduce the risk of crime by providing visible police presence through patrol tactics and strategies directed by **crime analysis and** intelligence-led policing.
- E. To respond to traffic collisions and thoroughly investigate the circumstances.
- F. To provide first responder care to injured citizens contacted through police activity.
- G. To improve public relations through professional contacts with citizens.
- H. To assist citizens dealing with crisis situations and make referrals to appropriate agencies that can further assist in a resolution of the problem.
- I. To reduce street hazards and traffic collisions / congestion through selective traffic enforcement by targeting violations and taking appropriate action.
- J. To regulate certain businesses and activities that require special police attention.
- K. To assign personnel to address current crime trends and crime-specific targets.

IV. **Communication**

- A. All Supervisory personnel within the Patrol function ~~will~~ **shall** interact with Supervisors in this and other divisions and sections on a daily basis to gather information that may be beneficial to beat Officers. All data gathered from this

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process ~~will~~ shall be relayed to beat Officers immediately, if time allows, or at the next roll call.

- B. All Supervisory personnel should interact with Supervisors of other agencies on a daily basis to gain knowledge and understanding of the agencies' functions and objectives and to coordinate the relay of information through roll call. This procedure does not apply to law enforcement agencies only. Any referral organization or other agency providing services that may be utilized by this Department is included.

V. **Assignments**

- A. The Division Commander is responsible for the assignment of personnel to shifts, units, and special duties within the Patrol Division and may deploy personnel to another assignment at any time in order to meet the needs of the Division's objectives.
- B. District Commanders or Watch Commanders ~~will~~ shall assign Officers daily to patrol districts based on resource needs for on-going operations. Officers should be assigned to work the same districts as much as possible to allow them to become familiar with businesses, citizens, and problems in the district.
- C. Neighborhood policing objectives ~~will~~ shall be assigned by the Division Commander or his / her designee based on available personnel and population density within the beat.

VI. **Shift Briefings**

Prior to the beginning of each shift's tour of duty, the Watch Commander shall meet with the shift in a pre-determined location, generally in the roll call room. The Watch Commander shall review shift assignments, recent crime patterns / trends, updates on wanted persons / stolen vehicles, and conduct any relevant roll call training.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date December 1, 1998	Number GO88-4.2
Subject Use of Police Vehicles			
Reference CALEA Standards – 41.1.3, 41.3.2, 41.3.3		Revised October 22, 2019 September 28, 2021	
Distribution All Personnel	Re-evaluation Date October 2021 September 2023		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that Department vehicles ~~will~~ be properly equipped and maintained to ensure the safety of Officers and citizens.

II. Safety

- A. Only sworn Department personnel are allowed to operate Department vehicles, unless authorized by a Division Commander.
- B. No Department vehicle that is operationally unsafe ~~will~~ **shall** be driven. Vehicles with serious mechanical defects shall be towed instead of driven. For example, brake or power steering failure.
- C. Drivers shall not modify, remove, deactivate, or otherwise tamper with safety belts, emission control devices, or other parts of the vehicle.
- D. Vehicle occupant safety restraining devices shall be worn by all occupants ~~including prisoners, unless they cannot be physically restrained~~ **in accordance with directive GO04-4.26, Occupant Protection.**
- E. Vehicles used for transporting prisoners shall be modified to minimize opportunities for prisoners to exit from the rear compartment of the vehicle without the aid of the transporting Officer.
- F. Windows and doors shall be closed and locked when vehicles are unattended.
- G. Vehicles shall not be left unattended while the engine is running, except in extreme emergency life and death situations where the Officer can observe the vehicle.
- H. Under normal conditions, vehicles should be parked so that they do not present a hazard to other traffic, and, if possible, they should be parked completely off the roadway.
- I. All Officers ~~will~~ **shall** inspect their vehicles at the beginning of every shift to ensure that all equipment is working properly. Any abnormalities or defects should be

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reported immediately to their Supervisor, who ~~will~~ shall determine if it should be immediately taken out of service.

III. **Patrol Vehicles**

- A. All vehicles used by the Patrol Division on routine patrol shall be so equipped and marked to be effective as a highly visible emergency vehicle.
1. Patrol vehicle markings shall include:
 - a. Department name on each side of the vehicle in reflective letters not less than four (4) inches in height and on the rear of the vehicle in appropriately sized reflective letters
 - b. Unit number on the rear and both sides
 - c. Reflective materials on the sides and rear
 - d. Emergency 911 numbers on each side
 2. ~~Special Unit vehicles need not be marked.~~ Vehicles used for certain special assignments in the Patrol Division need not be marked.
- B. Each patrol vehicle shall be conspicuously equipped with the following:
1. Flashing blue emergency light kits / bars
 2. Siren / public address system
 3. Mobile radio transceiver or charging station for handheld radio battery
 4. A safety barrier between the front and rear seats made of wire mesh or heavy gauge plastic
 5. Flashing white strobe-type emergency lights
 6. Spotlight
 7. Safety barriers covering rear side windows
 8. Hazardous warning lights
- C. Each patrol vehicle may contain the following equipment:
1. Spare tire
 2. Jack and lug wrench
 3. Fire extinguisher
 4. Latex or nitrile gloves

RESTRICTED LAW ENFORCEMENT DATA

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5. Emergency Response Guide Book

It shall be the responsibility of each Officer to ensure that items are replaced / replenished as needed. This ~~will~~ shall be confirmed during the scheduled inspection of the vehicle.

IV. **Criminal Investigations Vehicles**

A. Investigative Vehicles

1. Vehicles used primarily by Investigators in plain clothes need not be marked.
2. Vehicles assigned to Investigators shall be equipped with necessary equipment to process crime scenes.

B. Crime Scene Truck

1. The crime scene truck may be utilized at crimes scenes, major traffic incidents, and other events requiring the specialized services of the Department's Crime Scene Investigator. Any other use of the crime scene truck requires the approval of the Criminal Investigations Division Commander.
2. The crime scene truck shall be equipped with appropriate identification markings, emergency lights, interior and exterior lighting, generator, cabinets, evidence collecting materials, and other equipment needed by the Crime Scene Investigator.
3. The Department's Crime Scene Investigator is responsible for making sure the crime scene truck is in proper working order at all times and is properly stocked with sufficient evidence-collecting materials.
4. The crime scene truck requires no special qualifications and / or training beyond a valid driver's license. Drivers should remember the vehicle is oversized in height and width and drive with appropriate caution.

V. **Specialized Vehicles**

All-Terrain Vehicles / Utility Terrain Vehicles and Golf Carts

1. ATVs / UTVs and golf carts may be utilized at crime scenes, major traffic incidents, parades, demonstrations, presentations, and other events requiring specialized services, such as delivering food and supplies, driving presentations, or off-road capability. Authorization for use of the vehicles will be obtained from an on-duty Supervisor.
2. The ATV / UTV requires no special qualifications and / or training beyond a valid driver's license.

RESTRICTED LAW ENFORCEMENT DATA

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3. The Patrol Division Special Operations Supervisor is responsible for making sure the ATVs / UTVs and golf carts are in proper working order at all times.
4. The ATV / UTV shall be equipped with appropriate identification markings and emergency lights.

VI. **Use of Emergency Warning Equipment**

The following are examples of how emergency warning equipment should be used.

- A. Emergency lights (blue lights, corner strobes, and / or hazardous warning lights)
 1. Stopping traffic violators
 2. Assisting motorists in roadway
 3. Guarding roadway blocked by debris
 4. **Motor vehicle** accident scenes
 5. Other situations where increased visibility is necessary for safety
- B. Emergency lights and siren
 1. Pursuing vehicles
 2. Response to emergency call, as appropriate
- C. Public address system
 1. **Felony High-risk** vehicle stops
 2. Crowd control
 3. Hostage / barricaded person situations
- D. Spotlight
 1. Building checks at night
 2. Traffic checks at night, if there is no danger to other drivers on the road

This policy supersedes any previous policies issued.

BY ORDER OF

RESTRICTED LAW ENFORCEMENT DATA

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CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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Dalton Fire Department

Dalton, GA

This report was generated on 9/10/2021 3:56:05 PM



Incident Statistics

Zone(s): All Zones | Start Date: 08/01/2021 | End Date: 08/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		275	
FIRE		136	
TOTAL		411	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$5,426,400.00		\$240,600.00	
CO CHECKS			
424 - Carbon monoxide incident		2	
736 - CO detector activation due to malfunction		1	
TOTAL		3	
MUTUAL AID			
Aid Type		Total	
Aid Given		12	
Aid Received		5	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
130		31.63	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:03:45	0:04:21	
Station 2	0:04:32	0:06:12	
Station 3	0:04:21	0:06:12	
Station 4	0:05:16	0:04:15	
Station 5	0:04:57	0:05:13	
AVERAGE FOR ALL CALLS		0:04:33	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:00:51	0:01:12	
Station 2	0:01:07	0:01:32	
Station 3	0:01:02	0:01:19	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Station 4	0:01:12	0:00:58
Station 5	0:01:03	0:01:10
AVERAGE FOR ALL CALLS		0:01:03
AGENCY	AVERAGE TIME ON SCENE (MM:SS)	
Dalton Fire Department	22:04	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Dalton Fire Department

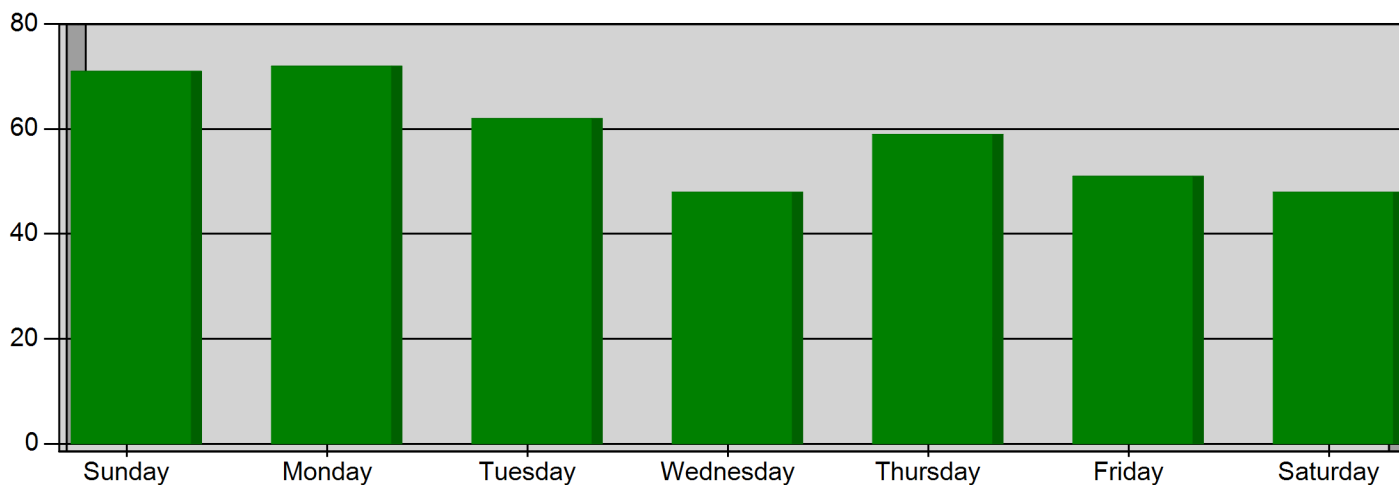
Dalton, GA

This report was generated on 9/10/2021 3:57:31 PM



Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 08/01/2021 | End Date: 08/31/2021



DAY OF THE WEEK	# INCIDENTS
Sunday	71
Monday	72
Tuesday	62
Wednesday	48
Thursday	59
Friday	51
Saturday	48
TOTAL	411

Only Reviewed incidents included.

Dalton Fire Department

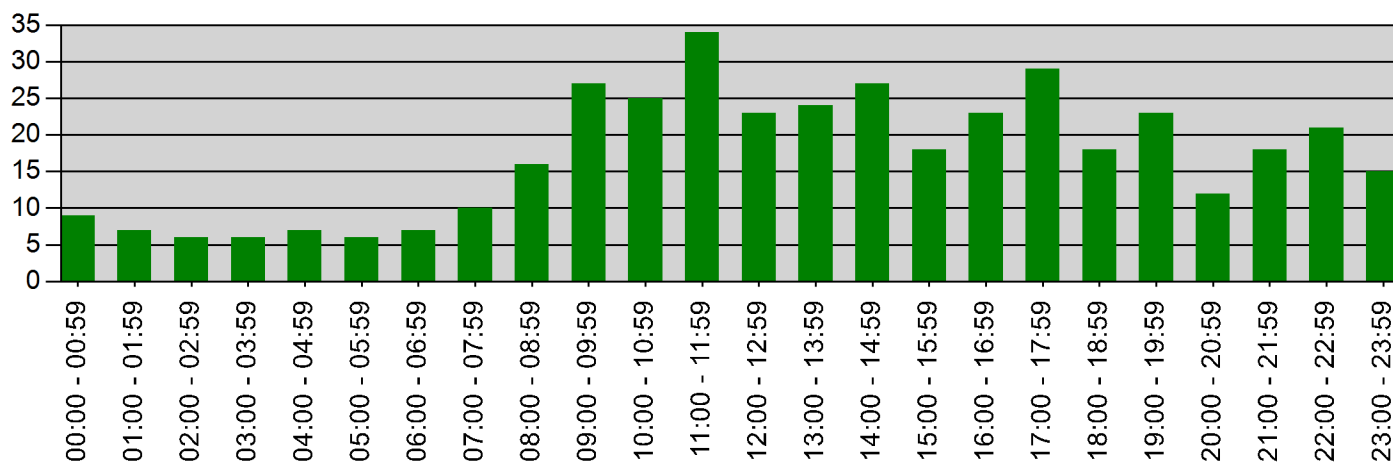
Dalton, GA

This report was generated on 9/10/2021 3:58:04 PM



Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 08/01/2021 | End Date: 08/31/2021



Hour	# of CALLS
00:00 - 00:59	9
01:00 - 01:59	7
02:00 - 02:59	6
03:00 - 03:59	6
04:00 - 04:59	7
05:00 - 05:59	6
06:00 - 06:59	7
07:00 - 07:59	10
08:00 - 08:59	16
09:00 - 09:59	27
10:00 - 10:59	25
11:00 - 11:59	34
12:00 - 12:59	23
13:00 - 13:59	24
14:00 - 14:59	27
15:00 - 15:59	18
16:00 - 16:59	23
17:00 - 17:59	29
18:00 - 18:59	18
19:00 - 19:59	23
20:00 - 20:59	12
21:00 - 21:59	18
22:00 - 22:59	21
23:00 - 23:59	15
TOTAL:	411

Only REVIEWED incidents included.



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Dalton Fire Department

Dalton, GA

This report was generated on 9/10/2021 3:58:37 PM



Incident Type Count per Station for Date Range

Start Date: 08/01/2021 | End Date: 08/31/2021

INCIDENT TYPE	# INCIDENTS
Station: 1 - STATION 1	
111 - Building fire	1
113 - Cooking fire, confined to container	1
311 - Medical assist, assist EMS crew	111
322 - Motor vehicle accident with injuries	7
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	2
341 - Search for person on land	1
411 - Gasoline or other flammable liquid spill	1
424 - Carbon monoxide incident	1
444 - Power line down	2
445 - Arcing, shorted electrical equipment	2
500 - Service Call, other	5
553 - Public service	1
561 - Unauthorized burning	2
600 - Good intent call, other	1
611 - Dispatched & cancelled en route	13
622 - No incident found on arrival at dispatch address	3
735 - Alarm system sounded due to malfunction	2
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	3
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	6
# Incidents for 1 - Station 1:	168

Station: 2 - STATION 2	
111 - Building fire	3
311 - Medical assist, assist EMS crew	45
322 - Motor vehicle accident with injuries	7
324 - Motor vehicle accident with no injuries.	1
353 - Removal of victim(s) from stalled elevator	1
363 - Swift water rescue	1
400 - Hazardous condition, other	1
411 - Gasoline or other flammable liquid spill	1
421 - Chemical hazard (no spill or leak)	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	1

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
500 - Service Call, other	4
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	13
651 - Smoke scare, odor of smoke	2
671 - HazMat release investigation w/no HazMat	1
700 - False alarm or false call, other	1
733 - Smoke detector activation due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	3

Incidents for 2 - Station 2:

90

Station: 3 - STATION 3

113 - Cooking fire, confined to container	1
311 - Medical assist, assist EMS crew	45
322 - Motor vehicle accident with injuries	5
324 - Motor vehicle accident with no injuries.	2
412 - Gas leak (natural gas or LPG)	1
424 - Carbon monoxide incident	1
521 - Water evacuation	1
522 - Water or steam leak	1
611 - Dispatched & cancelled en route	9
622 - No incident found on arrival at dispatch address	3
651 - Smoke scare, odor of smoke	2
711 - Municipal alarm system, malicious false alarm	1
733 - Smoke detector activation due to malfunction	3
743 - Smoke detector activation, no fire - unintentional	3
745 - Alarm system activation, no fire - unintentional	1

Incidents for 3 - Station 3:

79

Station: 4 - STATION 4

131 - Passenger vehicle fire	1
311 - Medical assist, assist EMS crew	23
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
324 - Motor vehicle accident with no injuries.	1
412 - Gas leak (natural gas or LPG)	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	2
611 - Dispatched & cancelled en route	4
733 - Smoke detector activation due to malfunction	3
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	4

Incidents for 4 - Station 4:

44

Only REVIEWED incidents included.

INCIDENT TYPE	# INCIDENTS
Station: 5 - STATION 5	
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	16
322 - Motor vehicle accident with injuries	2
323 - Motor vehicle/pedestrian accident (MV Ped)	1
411 - Gasoline or other flammable liquid spill	1
500 - Service Call, other	1
611 - Dispatched & cancelled en route	5
671 - HazMat release investigation w/no HazMat	1
735 - Alarm system sounded due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	1

Incidents for 5 - Station 5:

30

Only REVIEWED incidents included.



Dalton Fire Department

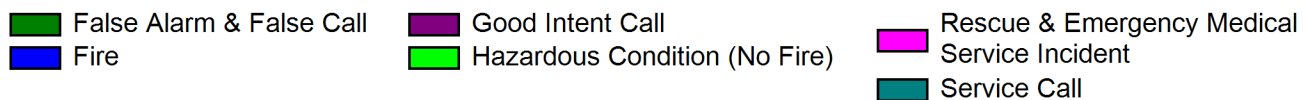
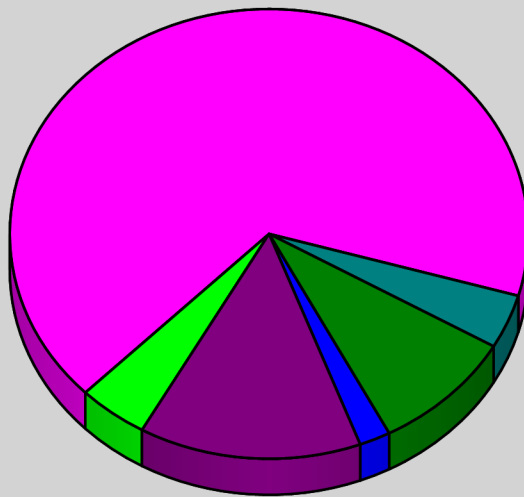
Dalton, GA

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Major Incident Types by Month for Date Range

Start Date: 08/01/2021 | End Date: 08/31/2021



INCIDENT TYPE	AUG	TOTAL
False Alarm & False Call	37	37
Fire	8	8
Good Intent Call	57	57
Hazardous Condition (No Fire)	18	18
Rescue & Emergency Medical Service Incident	275	275
Service Call	16	16
Total	411	411

Only REVIEWED incidents included



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Dalton Fire Department

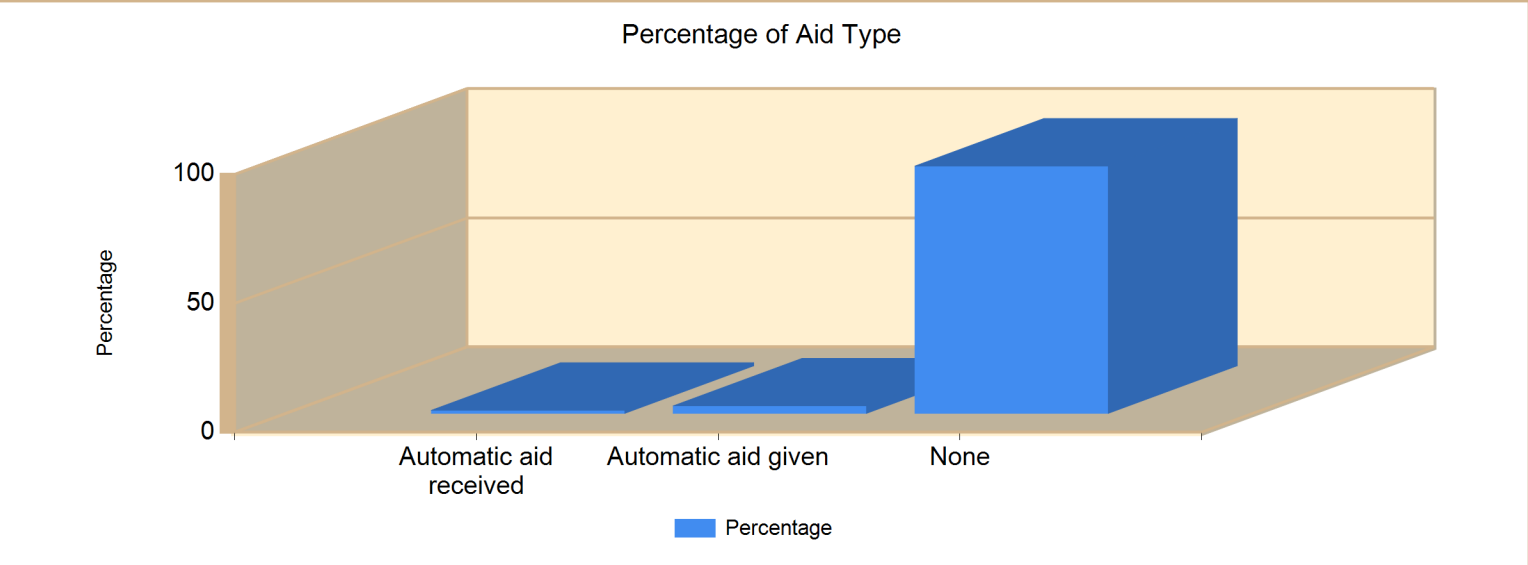
Dalton, GA

This report was generated on 9/10/2021 3:59:30 PM



Count of Aid Given and Received for Incidents for Date Range

Start Date: 08/01/2021 | End Date: 08/31/2021



AID TYPE	TOTAL	% of TOTAL
Automatic aid received	5	1.2%
Automatic aid given	12	2.9%
None	394	95.9%

Only REVIEWED incidents included

Dalton Fire Department

Dalton, GA

This report was generated on 9/10/2021 4:00:03 PM



Detailed Fire Losses per Incident Type for Date Range

Start Date: 08/01/2021 | End Date: 08/31/2021

INCIDENT TYPE	COUNT	% OF INCIDENTS	TOTAL LOSSES (Sum of Property and Content Loss)	% OF TOTAL
111 - Building fire	4	66.67 %	\$239,700.00	99.63 %
113 - Cooking fire, confined to container	2	33.33 %	\$900.00	0.37 %

Only REVIEWED incidents included.



Dalton Fire Department

Dalton, GA

This report was generated on 9/10/2021 4:00:40 PM



Detailed Property And Contents Saved for Date Range

Start Date: 08/01/2021 | End Date: 08/31/2021

INCIDENT #	DATE	TYPE	LOCATION	PRE-INCIDENT PROPERTY	PRE-INCIDENT CONTENTS	PRE-INCIDENT TOTAL	PROP. SAVED	CONT. SAVED	TOTAL SAVED
2021-02208	08/01/2021	113 - Cooking fire, confined to container	702 HAMPTON CT Dalton	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$0.00
2021-02244	08/03/2021	113 - Cooking fire, confined to container	515 N Spencer ST Dalton	\$50,000.00	\$2,500.00	\$52,500.00	\$50,000.00	\$2,000.00	\$52,000.00
2021-02256	08/04/2021	111 - Building fire	1503 BYRON ST Dalton	\$48,500.00	\$10,000.00	\$58,500.00	\$48,000.00	\$9,800.00	\$57,800.00
2021-02358	08/12/2021	111 - Building fire	503 Anderson AVE Dalton	\$60,000.00	\$5,000.00	\$65,000.00	\$56,000.00	\$5,000.00	\$61,000.00
2021-02366	08/13/2021	111 - Building fire	1904 S HAMILTON ST Dalton	\$3,200,000.00	\$1,500,000.00	\$4,700,000.00	\$3,200,000.00	\$1,490,000.00	\$4,690,000.00
2021-02593	08/30/2021	111 - Building fire	703 W Walnut AVE Dalton	\$500,000.00	\$50,000.00	\$550,000.00	\$300,000.00	\$25,000.00	\$325,000.00

TOTAL PRE-INCIDENT PROPERTY	TOTAL PRE-INCIDENT CONTENT	TOTAL PRE-INCIDENT	TOTAL PROP. SAVED	TOTAL CONT. SAVED	TOTAL SAVED
\$3,858,900.00	\$1,567,500.00	\$5,426,400.00	\$3,654,000.00	\$1,531,800.00	\$5,185,800.00

# INCIDENTS	AVG. VAL.	AVERAGE SAVED
6	\$904,400.00	\$864,300.00

Only REVIEWED incidents included



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Training Division Monthly Report

August 2021

Overview

Recruit Class 2021-01 began on August 9th with 6 candidates enrolled. The department hosted the City of Marietta Fire Department's recruit class for above and below grade live fire training evolutions at the training center. The Training Division delivered a firefighter self-rescue course on rope bailouts. Following this training, new bailout kits were issued to all suppression personnel. 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 August totaled 1,896.

Outside Schools

One of the department's certified fire investigators attended the Georgia Fire Investigator's Association annual conference in Savannah, Georgia.

Three prospective members of the department's technical rescue team attended a 48-hour Technical Rescue Core Qualifications course at GPSTC.

Two personnel attended an asbestos inspector certification course at The Environmental Institute in Marietta, Georgia.

One firefighter attended Georgia Fire Academy's Acting Officer in Charge for the Fire Service course hosted by Gordon County Fire Rescue.

One Lieutenant attended Live Fire: Critical Actions for First Due Companies at Fire Department Instructor's Conference in Indianapolis, Indiana.

Dalton Fire Department

Dalton, GA

This report was generated on 9/9/2021 9:13:24 AM



Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 08/01/2021 | End Date: 08/31/2021

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Alcohol						
11244	Dalton Beverages	1007 S Thornton AVE Dalton, GA 30720	08/23/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for Alcohol:

1

Inspection Type: Annual						
10527 - 2	Griffin Company of Dalton	110 E Tyler ST #B Dalton, GA 30720	08/02/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10331	Boy's and Girls Club	1013 Underwood ST Dalton, GA 30720	08/02/2021	Blankenship, Donnie	Passed	
10527 - 1	Tyler Street Storage	110 E Tyler ST #A Dalton, GA 30720	08/02/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10074	Xtreme Audio and Accessories	400 S Hamilton ST Dalton, GA 30720	08/02/2021	Stratton, Dale Lee	Passed with Comments	Complete corrective actions.
10266	Three Oaks Custom Cabinets	638 Spring ST Dalton, GA 30720	08/03/2021	Blankenship, Donnie	Corrective Action Plan Given	
10843 - 2	Bryman's Leasing Office	210 W Franklin ST #2 Dalton, GA 30721	08/03/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan provided.
10784	Brymans Plaza North	100 W Walnut AVE Dalton, GA 30720	08/03/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10756	Aesops Inc.	301 Dayton ST Dalton, GA 30720	08/03/2021	Stratton, Dale Lee	Passed	
10583	Robertson & Company	313 N Selvidge ST #Suite 201 Dalton, GA 30720	08/04/2021	Blankenship, Donnie	Passed	
11337	Cowan Law Firm	315 N Selvidge ST Dalton, GA 30720	08/04/2021	Blankenship, Donnie	Corrective Action Plan Given	
10239	JAA Controls	441 N Hamilton ST Dalton, GA 30720	08/05/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11338	Doggie Do's	601 N Hamilton ST Dalton, GA 30721	08/05/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10526	Techmer PM	105 E Tyler ST Dalton, GA 30720	08/05/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.

Includes LOCKED inspections for both archived and unarchived occupancy records.



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ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
10459	First Methodist Church	500 S Thornton AVE Dalton, GA 30720	08/09/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10459 - 1	Dalton First United Methodist Christian Learning Center	500 S Thornton AVE Dalton, GA 30720	08/09/2021	Hearn, Scott Raymond	Passed	
10566	National Plumbing Service	107 E Waterworks ST Dalton, GA 30720	08/09/2021	Stratton, Dale Lee	Passed	
11340	La Esquinita	613 N Hamilton ST Dalton, GA 30720	08/09/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10349	Self Recycling Inc	1206 Lamar ST Dalton, GA 30720	08/10/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10235	Bucket List Antiques	300 N Hamilton ST Dalton, GA 30720	08/10/2021	Stratton, Dale Lee	Passed	
10271	Tacos Tu Go	807 N Hamilton ST Dalton, GA 30720	08/10/2021	Stratton, Dale Lee	Passed	
10568	Extruded Fiber's Warehouse	101 Westcott WAY Dalton, GA 30720	08/10/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10570	Extruded Fibers	112 Westcott WAY Dalton, GA 30720	08/11/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10304	Technicraft Services	111 Westcott WAY Dalton, GA 30720	08/11/2021	Stratton, Dale Lee	Corrective Action Plan Given	Corrective action plan has been provided.
11344	Ready Mix USA	419 N Selvidge ST Dalton, GA 30720	08/11/2021	Blankenship, Donnie	Passed	
11345	American Metal & Electric	109 W Tyler ST Dalton, GA 30720	08/12/2021	Hearn, Scott Raymond	Passed	
11346	American Metal & Electric	106 W Tyler ST Dalton, GA 30720	08/12/2021	Hearn, Scott Raymond	Passed with Comments	Add Knox Box to building.
11348	Pacheco LLC - Affordable Motor Service	710 N Hamilton ST #A Dalton, GA 30720	08/12/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10258	Expressway Samples	108 Westcott WAY Dalton, GA 30720	08/12/2021	Stratton, Dale Lee	Corrective Action Plan Given	Corrective action plan has been provided.
10345 - 1	Congressional Office	702 S Thornton AVE #A Dalton, GA 30720	08/13/2021	Hearn, Scott Raymond	Passed	
11205 - 7	JJY Liquor Store	101 W Walnut AVE #Suite 13 Dalton, GA 30720	08/17/2021	Blankenship, Donnie	Passed	
11351	Mapco	304 N Thornton AVE Dalton, GA 30720	08/18/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11358	CJ Poag	1217 Lamar ST Dalton, GA 30720	08/18/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10461	Harvest Carpet	924 N Selvidge ST Dalton, GA 30720	08/18/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
10522	Dalton Diagnostic	820 Tinsley ST Dalton, GA 30720	08/19/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10470	Custom Graphic	226 Springdale RD Dalton, GA 30720	08/19/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10353	Bill Mitchell Construction	201 E Long ST Dalton, GA 30720	08/19/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted in lieu of annual inspection. The building has no power and is being utilized as a personal space.
10354	Vacant	203 E Long ST Dalton, GA 30720	08/19/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted in leu of annual inspection because the occupancy is vacant.
10276	Triple E Properties	201 S Hamilton ST Dalton, GA 30720	08/20/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11361	System Concepts Plus	205 E Matilda ST Dalton, GA 30720	08/23/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10163 - 3	Irene's Cakes	304 Springdale RD #3 Dalton, GA 30720	08/23/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10477	Check Into Cash Title Pawn	1133 N Glenwood AVE Dalton, GA 30721	08/23/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10476	Reyes Auto Repair	1119 N Glenwood AVE Dalton, GA 30721	08/24/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10674	Kirk's Cycle	929 N Glenwood AVE Dalton, GA 30721	08/24/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10698	La Parisienne Uniform	927 N Glenwood AVE Dalton, GA 30721	08/24/2021	Stratton, Dale Lee	Passed	
10471	Miscelanea Polvos	238 Springdale RD Dalton, GA 30720	08/24/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10163 - 1	Imperial Del Arte	304 Springdale RD #1 Dalton, GA 30720	08/24/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10001	El Patron Feed Store	1019 N Glenwood AVE Dalton, GA 30721	08/24/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
11347	Morales Auto Center	701 N Hamilton ST Dalton, GA 30720	08/26/2021	Stratton, Dale Lee	Passed	
10254	Shaw Plant WM	902 N Hamilton ST Dalton, GA 30720	08/27/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
10539	North Georgia Highlands Center	900 Shugart RD Dalton, GA 30720	08/31/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan has been provided.
11355	McCurry Law Firm	402 N Selvidge ST Dalton, GA 30720	08/31/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for Annual:

51

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Complaint						
10675	The Cliffs Apartments	818 Shugart RD Dalton, GA 30720	08/02/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Fix the water issues.
11121	Waco Chemical	455 Virgil DR Dalton, GA 30720	08/19/2021	Hearn, Scott Raymond	Passed	
11121	Waco Chemical	455 Virgil DR Dalton, GA 30720	08/19/2021	Stratton, Dale Lee	Passed with Comments	Inspectors Hearn and Stratton chained open the check valve and the main control valves at the standpipe.
00001 - 2	509 Lester	509 Lester AVE Dalton, GA 30721	08/20/2021	Hearn, Scott Raymond	Complaint cleared by Contact	
10469	Dalton Village Apartments	1809 Shadow LN Dalton, GA 30720	08/20/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for Complaint: 5

Inspection Type: Fire Alarm						
10332	Christian Heritage Elementary School	1600 MLK Jr. BLVD Dalton, GA 30720	08/10/2021	Daniel, Matthew T.	Passed	

Total # Inspections for Fire Alarm: 1

Inspection Type: Kitchen Hood Installation						
10390	Coronita Market	1001 E Morris ST Dalton, GA 30720	08/13/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for Kitchen Hood Installation: 1

Inspection Type: New Construction						
10739	Walnut Creek	1115 W Walnut AVE Dalton, GA 30720	08/20/2021	Blankenship, Donnie	Passed	
10985	Decorative Concepts	1803 Abutment RD Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for New Construction: 2

Inspection Type: OTC						
10129 - 4	VIP Tobacco #2	314 N Glenwood AVE #5 Dalton, GA 30720	08/03/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add Knox Box to building.
11331 - 2	Paradise Mental Health Center	405 N Hamilton ST #2 Dalton, GA 30720	08/04/2021	Hearn, Scott Raymond	Passed	
11171 - 7	Pearle Vision	1207 W Walnut AVE Dalton, GA 30720	08/09/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Service extinguishers and add Knox Box to building.
10688	Stubbs Prosthetics & Orthotics Inc.	1213 Broadrick DR Dalton, GA 30720	08/09/2021	Blankenship, Donnie	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: OTC						
10456 - 8	City Postal Service	1219 N Glenwood AVE Dalton, GA 30721	08/09/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Extinguishers, rear exit, emergency lighting.
10503	Ga Extreme Curbing and Landscape Supply	913 N Glenwood AVE Dalton, GA 30720	08/09/2021	Hearn, Scott Raymond	Passed	
10327 - 3	Hinojosa Carpet	809 S Hamilton ST #3 Dalton, GA 30720	08/10/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Electrical, emergency lights, Knox Box.
10287	Dalton Antique Market	330 S Hamilton ST Dalton, GA 30720	08/12/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10327 - 3	Hinojosa Carpet	809 S Hamilton ST #3 Dalton, GA 30720	08/13/2021	Hearn, Scott Raymond	Passed	
10128	Tequila's Liquor	312 N Glenwood AVE Dalton, GA 30721	08/16/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add Knox Box to building.
10302 - 1	Tienda La Barata	305 E Hawthorne ST #Suite A Dalton, GA 30720	08/30/2021	Hearn, Scott Raymond	Passed	
10318 - 2	Southern Roofing & Exteriors	1225 Coronet DR #2 Dalton, GA 30720	08/31/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Extinguishers and blanks.

Total # Inspections for OTC:

12

Inspection Type: Plan Review						
11218 - 37	Chick-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	08/09/2021	Blankenship, Donnie	Passed	Approval of Kitchen Hood System Plans.
11142	Krystal	1909 E Walnut AVE Dalton, GA 30721	08/09/2021	Blankenship, Donnie	Passed	Approval of Kitchen Hood System Plans
11142	Krystal	1909 E Walnut AVE Dalton, GA 30721	08/09/2021	Stratton, Dale Lee	Passed with Comments	Assisted inspector Blankenship reviewing submitted plans for the repair/replacement of the hood and ventilation systems.
10546	All Seasons Self Storage	1060 Vista DR Dalton, GA 30720	08/10/2021	Hearn, Scott Raymond	Passed with Comments	
10407	Core Scientific	202 Boring DR Dalton, GA 30721	08/11/2021	Daniel, Matthew T.	Passed	Fire Alarm
10406	Core Scientific	201 Boring DR Dalton, GA 30721	08/11/2021	Daniel, Matthew T.	Passed	Fire Alarm
10943	Shaw Plant # 80	2230 S Hamilton EXT Dalton, GA 30721	08/12/2021	Daniel, Matthew T.	Passed	Fire Alarm
10389	Core Scientific	206 Boring DR Dalton, GA 30721	08/12/2021	Daniel, Matthew T.	Passed	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Plan Review						
10359	Hamilton Medical Center	1200 Memorial DR Dalton, GA 30720	08/12/2021	Daniel, Matthew T.	Passed	SICU Renovation
10359	Hamilton Medical Center	1200 Memorial DR Dalton, GA 30720	08/12/2021	Daniel, Matthew T.	Passed	HMC Residency
11218 - 37	Chick-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	08/17/2021	Daniel, Matthew T.	Passed	Sprinkler plan review.
10389	Core Scientific	206 Boring DR Dalton, GA 30721	08/17/2021	Daniel, Matthew T.	Passed	Fire Hydrant Underground
11218 - 37	Chick-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	08/19/2021	Hearn, Scott Raymond	Passed	
10351	El Milagro #2	101 E Long ST Dalton, GA 30720	08/19/2021	Hearn, Scott Raymond	Passed	
10960	Shaw Industries	2305 Abutment RD Dalton, GA 30720	08/24/2021	Daniel, Matthew T.	Passed	Rack Sprinklers.
11368	Santa Rosa Clinic	1417 Chattanooga AVE Dalton, GA 30720	08/25/2021	Daniel, Matthew T.	Passed	Building plan review.
11218 - 37	Chick-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	08/27/2021	Daniel, Matthew T.	Passed	Interior remodel.
11070	State Farm	1904 Shields RD Dalton, GA 30720	08/27/2021	Daniel, Matthew T.	Passed	Interior Review.
10068	Whitfield County Courthouse	205 N Selvidge St. Dalton, GA 30720	08/27/2021	Daniel, Matthew T.	Passed	Sprinkler Plan review.

Total # Inspections for Plan Review: 19

Inspection Type: Site Visit						
10326 - 2	Hamilton Diabetes and Endocrinology	475 Reed RD #3 Dalton, GA 30720	08/02/2021	Hearn, Scott Raymond	Passed	
10326 - 3	Georgia Board of Workers Compensation	475 Reed RD Dalton, GA 30720	08/02/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10784	Brymans Plaza North	100 W Walnut AVE Dalton, GA 30720	08/03/2021	Blankenship, Donnie	Passed	Assisted Inspector Stratton with follow up inspection in regards to renumbering the suites.
10896 - 11	Bath and Body Works	1318 W Walnut AVE #Suite 1 Dalton, GA 30720	08/03/2021	Blankenship, Donnie	Passed	Reviewed construction progress.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10739	Walnut Creek	1115 W Walnut AVE Dalton, GA 30720	08/03/2021	Blankenship, Donnie	Corrective Action Plan Given	
10739	Walnut Creek	1115 W Walnut AVE Dalton, GA 30720	08/03/2021	Blankenship, Donnie	Passed	Reviewed construction progress.
10326 - 1	Dixie Group	475 Reed RD Dalton, GA 30720	08/03/2021	Hearn, Scott Raymond	Passed	
10738	Fairfield Inn & Suites	786 College DR Dalton, GA 30720	08/03/2021	Hearn, Scott Raymond	Passed	
10302	Ramirez Property 305 E Hawthorne Street	305 E Hawthorne ST Dalton, GA 30720	08/04/2021	Blankenship, Donnie	Corrective Action Plan Given	
10739	Walnut Creek	1115 W Walnut AVE Dalton, GA 30720	08/04/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784	Brymans Plaza North	100 W Walnut AVE Dalton, GA 30720	08/04/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to gather information to correct suite addressing.
11205	Brymans Plaza South	101 W Walnut AVE Dalton, GA 30720	08/04/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to gather information to correct suite addressing.
10738	Fairfield Inn & Suites	786 College DR Dalton, GA 30720	08/04/2021	Hearn, Scott Raymond	Passed	
10188	267 N. Hamilton St. Property	267 N Hamilton ST Dalton, GA 30720	08/06/2021	Blankenship, Donnie	Passed with Comments	Met with a potential occupant who wanted to know if the building met code requirements for a cigar lounge.
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	08/06/2021	Blankenship, Donnie	Passed with Comments	Met with staff in regards to evacuations for fire drills, and areas of safety for severe weather.
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	08/06/2021	Stratton, Dale Lee	Passed with Comments	Met with staff in regards to evacuations for fire drills, and areas of safety for severe weather.
10657	Stone Brooke Apartment Homes	1912 Heathcliff DR Dalton, GA 30720	08/09/2021	Blankenship, Donnie	Passed	Management contacted us in regards to a stove fire that happened over the weekend. The fire was extinguished by the occupant. Due to the extent of the damage to the stove, I advised them to disconnect the stove and replace it. The cause of the fire was undetermined.
10254	Shaw Plant WM	902 N Hamilton ST Dalton, GA 30720	08/09/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to set up and inspection date and time. Point of contact was Kenny Dillard.
10468	J&M Gifts and Accessories/ Titan Phone Repair	1104 N Glenwood AVE Dalton, GA 30720	08/09/2021	Hearn, Scott Raymond	Failed	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10188	267 N. Hamilton St. Property	267 N Hamilton ST Dalton, GA 30720	08/10/2021	Blankenship, Donnie	Passed with Comments	Myself along with Chief Daniel met with the architect, contractor, and sprinkler contractor in regards to the apartment additions in the building.
10103	JOHN EDWARD INVESTMENT LLC 301 &305 N Hamilton/ 100,102,&106 W Waugh	301 N Hamilton ST Dalton, GA 30720	08/10/2021	Blankenship, Donnie	Passed with Comments	Myself and Chief Daniel met with the building owner in regards to a new business coming.
11341	Burgess Family Investments LLC	1128 Lamar ST Dalton, GA 30720	08/11/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to verify vacancy.
11342	Gregg Sims Architect	304 N Selvidge ST Dalton, GA 30720	08/11/2021	Blankenship, Donnie	Passed with Comments	Spoke to occupant about code related issues.
10304	Technicraft Services	111 Westcott WAY Dalton, GA 30720	08/11/2021	Blankenship, Donnie	Passed with Comments	Was asked by the occupant to assist with building classification.
10675	The Cliffs Apartments	818 Shugart RD Dalton, GA 30720	08/11/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10306	Vacant	221 W Cuyler ST Dalton, GA 30720	08/12/2021	Hearn, Scott Raymond	Passed	
10336	DPS-Park Creek Elementary School	1500 Hale-Bowen DR Dalton, GA 30720	08/12/2021	Blankenship, Donnie	Passed with Comments	Reviewed the evacuation process during a fire drill. I advised the principal of the importance of closing doors, and the issues concerning desk in the exit corridors.
11349	618 5th Avenue Apartments	618 5th AVE Dalton, GA 30721	08/12/2021	Daniel, Matthew T.	Corrective Action Plan Given	Met with building owner about the condition of apartment 1. An additional inspection is to be scheduled. The Health Department is being requested.
10526	Techmer PM	105 E Tyler ST Dalton, GA 30720	08/12/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to place a riser room key in the Knox Box.
11349	618 5th Avenue Apartments	618 5th AVE Dalton, GA 30721	08/12/2021	Blankenship, Donnie	Passed with Comments	Assisted FM Daniel with reviewing the property.
11347	Morales Auto Center	701 N Hamilton ST Dalton, GA 30720	08/12/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to contact information and business information. Annual inspection to be scheduled at a later date per owner request.
11350	RAINSTONE DEVELOPERS LLC - Apartments	612 5th AVE Dalton, GA 30721	08/12/2021	Blankenship, Donnie	Passed with Comments	Assisted FM Daniel with reviewing the property.
11350	RAINSTONE DEVELOPERS LLC - Apartments	612 5th AVE Dalton, GA 30721	08/12/2021	Daniel, Matthew T.	Passed	The structure appears to have been renovated. It is unclear if the intent is a small strip mall or triplex. Blankenship will be conducting a follow up inspection with the building owner.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10660	DPS-Dalton Middle School	1250 Cross Plains TRL Dalton, GA 30720	08/13/2021	Blankenship, Donnie	Passed with Comments	Myself and Chief Daniel visited the school to observe a fire drill. We reviewed the evacuation sites in regards to DFD response.
10660	DPS-Dalton Middle School	1250 Cross Plains TRL Dalton, GA 30720	08/13/2021	Daniel, Matthew T.	Passed	Fire Drill
10524	DPS-Westwood Elementary School	708 Trammell ST Dalton, GA 30720	08/13/2021	Stratton, Dale Lee	Passed with Comments	Observed fire drill with Inspector Hearn.
10524	DPS-Westwood Elementary School	708 Trammell ST Dalton, GA 30720	08/13/2021	Hearn, Scott Raymond	Passed	
10687	DPS-Blue Ridge Elementary Schools	100 S Bogle ST Dalton, GA 30721	08/13/2021	Blankenship, Donnie	Passed with Comments	Myself and Chief Daniel visited the school to observe a fire drill. We reviewed the evacuation sites in regards to DFD response.
10687	DPS-Blue Ridge Elementary Schools	100 S Bogle ST Dalton, GA 30721	08/13/2021	Daniel, Matthew T.	Passed	Fire Drill
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	08/13/2021	Stratton, Dale Lee	Passed with Comments	Observed the scheduled fire drill with Inspector Hearn. Evacuation at the rear of the school was complete in 3:15 (minutes: seconds)
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	08/13/2021	Hearn, Scott Raymond	Passed	
11350	RAINSTONE DEVELOPERS LLC - Apartments	612 5th AVE Dalton, GA 30721	08/16/2021	Blankenship, Donnie	Passed with Comments	Met with the owner of the property in regards to a structure on the property being used as residential. I advised the owner that once I had reviewed the codes to ensure compliance I would advise him if any action is required.
11121	Waco Chemical	455 Virgil DR Dalton, GA 30720	08/16/2021	Blankenship, Donnie	Passed with Comments	Dalton Fire Department was contacted by John Maddox of Georgia Environmental Protection Division in regards to hazardous materials from this location being discarded at a site in Catoosa County. DFD personnel along with Mr. Maddox and Chris Hester of Whitfield County Storm water met at the property. No immediate life safety concerns were found at the location, and the property was turned over to Mr. Maddox.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
11121	Waco Chemical	455 Virgil DR Dalton, GA 30720	08/16/2021	Blankenship, Donnie	Passed with Comments	Dalton Fire Department was contacted by John Maddox of Georgia Environmental Protection Division in regards to hazardous materials from this location being discarded at a site in Catoosa County. DFD personnel along with Mr. Maddox and Chris Hester of Whitfield County Storm water met at the property. No immediate life safety concerns were found at the location, and the property was turned over to Mr. Maddox.
10539	North Georgia Highlands Center	900 Shugart RD Dalton, GA 30720	08/17/2021	Blankenship, Donnie	Passed	Checked on the progress of having limbs cut at the bottom entrance for apparatus access. Limbs have been removed.
10407	Core Scientific	202 Boring DR Dalton, GA 30721	08/18/2021	Blankenship, Donnie	Passed with Comments	Assisted Chief Daniel with a fire alarm inspection.
10407	Core Scientific	202 Boring DR Dalton, GA 30721	08/18/2021	Daniel, Matthew T.	Passed	Fire Alarm Inspection
10992	City of Refuge	416 S Glenwood AVE Dalton, GA 30720	08/18/2021	Blankenship, Donnie	Passed with Comments	Myself, Chief Daniel, and Building Inspector Mike Fowler, met with a contractor in regards to a proposed addition onto the building.
10992	City of Refuge	416 S Glenwood AVE Dalton, GA 30720	08/18/2021	Daniel, Matthew T.	Passed	Myself, Insp Blankenship and Building Inspector Mike Fowler, met with a contractor in regards to a proposed addition onto the building.
11349	618 5th Avenue Apartments	618 5th AVE Dalton, GA 30721	08/18/2021	Blankenship, Donnie	Passed with Comments	Assisted Chief Daniel with a site inspection in regards to a single family dwelling converted into a triplex.
10390	Coronita Market	1001 E Morris ST Dalton, GA 30720	08/18/2021	Blankenship, Donnie	Passed with Comments	Myself and Chief Daniel visited the property to look at the construction progress.
10390	Coronita Market	1001 E Morris ST Dalton, GA 30720	08/18/2021	Daniel, Matthew T.	Passed	Looked at construction progress. Hood system needs to be submitted.
11349	618 5th Avenue Apartments	618 5th AVE Dalton, GA 30721	08/18/2021	Daniel, Matthew T.	Corrective Action Plan Given	
10809	DPS-Brookwood Elementary School	501 Central AVE Dalton, GA 30720	08/19/2021	Blankenship, Donnie	Passed with Comments	Myself and Chief Daniel observed a fire drill, reviewing evacuation procedures.
10332	Christian Heritage Elementary School	1600 MLK Jr. BLVD Dalton, GA 30720	08/19/2021	Hearn, Scott Raymond	Passed	
11349	618 5th Avenue Apartments	618 5th AVE Dalton, GA 30721	08/19/2021	Blankenship, Donnie	Passed with Comments	Assisted Chief Daniel with inspecting Apartment 1 due to the fact they were unavailable yesterday.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
11349	618 5th Avenue Apartments	618 5th AVE Dalton, GA 30721	08/19/2021	Daniel, Matthew T.	Corrective Action Plan Given	
11121	Waco Chemical	455 Virgil DR Dalton, GA 30720	08/19/2021	Blankenship, Donnie	Passed with Comments	Myself and Chief Daniel met with Georgia EPD officers in regards to chemicals being stored at the property.
11360	Goldstar Investment Group	932 W Lake ST NE Dalton, GA 30720	08/19/2021	Blankenship, Donnie	Passed with Comments	Myself, Chief Daniel, Building Inspector Mike Fowler, and officials with Georgia EPD met with the owner Mr. Ali in regards to a building located on an adjacent property on Strain Street. This was inspected to ensure hazardous materials was not being stored in this location.
11360	Goldstar Investment Group	932 W Lake ST NE Dalton, GA 30720	08/19/2021	Daniel, Matthew T.	Passed	Myself, Insp Blankenship, Building Inspector Mike Fowler, and officials with Georgia EPD met with the owner Mr. Ali in regards to a building located on an adjacent property on Strain Street. This was inspected to ensure hazardous materials was not being stored in this location.
10316	American Import Auto Parts LLC.	412 N Hamilton ST Dalton, GA 30720	08/19/2021	Daniel, Matthew T.	Corrective Action Plan Given	
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	08/20/2021	Hearn, Scott Raymond	Passed	
10343	Whitfield Healthcare Foundation	507 S Thornton AVE Dalton, GA 30720	08/23/2021	Hearn, Scott Raymond	Passed with Comments	Add exit signs.
10343	Whitfield Healthcare Foundation	507 S Thornton AVE Dalton, GA 30720	08/24/2021	Hearn, Scott Raymond	Passed	
10388	Eclectic 79	315 E Morris ST Dalton, GA 30720	08/24/2021	Hearn, Scott Raymond	Passed	
10432	Christian Heritage High School	1601 MLK Jr. BLVD Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
11074	Camelot Building	1514 W Walnut AVE Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed with Comments	Annual meeting inspection required.
11086	Verizon Wireless	1516 W Walnut AVE Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
10827	Days Inn	1518 W Walnut AVE Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10826	Vacant	1520 W Walnut AVE Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
10906	BP Gas station	1522 W Walnut AVE Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
10825	Vacant	1526 W Walnut AVE Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
11288	Home 2 Suites	865 Holiday Inn DR Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	No issues noted.
10779	Chilis	881 Holiday Inn DR Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
11170	Nareen Patel 920 Market St	920 Market ST Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed	
11366	929 Market Street LLC	929 Market ST Dalton, GA 30720	08/25/2021	Hearn, Scott Raymond	Passed with Comments	Large amounts of construction products lying about.
11362	Patel Lot 1	885 Holiday Inn DR Dalton, GA 30720	08/26/2021	Hearn, Scott Raymond	Passed	
10145	Hilton Garden Inn	879 Holiday Inn DR Dalton, GA 30720	08/26/2021	Hearn, Scott Raymond	Passed	
10289	Belk-Gallant Lofts	307 S Hamilton ST Dalton, GA 30721	08/26/2021	Hearn, Scott Raymond	Passed	
10068	Whitfield County Courthouse	205 N Selvidge St. Dalton, GA 30720	08/27/2021	Hearn, Scott Raymond	Passed with Comments	Will schedule a pressure test.
11079	Budgetel	609 S Thornton AVE Dalton, GA 30720	08/30/2021	Hearn, Scott Raymond	Passed with Comments	Discussed issues with the sprinkler system.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
11079	Budgetel	609 S Thornton AVE Dalton, GA 30720	08/30/2021	Blankenship, Donnie	Passed with Comments	<p>Inspector Hearn was contacted by a fire sprinkler contractor in regards to issues with the sprinkler system. Inspector Hearn asked for my assistance. The building is currently partially protected by a sprinkler system. The sprinkler system needs major upgrades to meet code requirements. I advised the sprinkler contractor that I would review code and give him a decision on what would be required. I later contacted the contractor and advised him that one of two acceptable options would be required:</p> <p>1) Correct the deficiencies of the current system, and sprinkle all areas of the building.</p> <p>2) Remove the sprinkler system due to the building only being used as a business occupancy, and due to the square footage would not require a sprinkler system. This would consist of the removal of all sprinkler piping and heads, and a cap at the valve inside the building. This would also require the roadway valve to be shut.</p> <p>If option 2 is chosen, and a change of occupancy occurs that requires a sprinkler system, the new system would be a completely new system meeting current code requirements.</p> <p>I advised the contractor to discuss the options with the building owner and advise me of the decision.</p>

Total # Inspections for Site Visit:

83

TOTAL # INSPECTIONS: 175

Includes LOCKED inspections for both archived and unarchived occupancy records.



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Dalton Fire Department

Dalton, GA

This report was generated on 9/9/2021 9:09:09 AM



Occupancy Inspection History per Occupancy with Violations

Inspection Observations: CORRECTIVE ACTION PLAN, FAIL | Occupancy Categories: All Categories | Start Date: 08/01/2021 | End Date: 08/31/2021

INSPECTION DATE	INSPECTION TYPE	RESULT	NOTES	QUESTION	REMARKS	OBSERVATION
Engine 1 A Shift						
McCurry Law Firm - 402 N Selvidge ST - 706-279-1174						
08/31/2021	Annual	Corrective Action Plan Given		Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add fire extinguisher to business from a licensed Georgia contractor.	CORRECTIVE ACTION PLAN
Xtreme Audio and Accessories - 400 S Hamilton ST - 706-529-8736						
08/02/2021	Annual	Passed with Comments	Complete corrective actions.	Are there any identifiable electrical hazards?	1). Install appropriate switch covers and outlet covers. 2). Permanent electrical wiring shall be installed in electrical conduit or covered with the appropriate material.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox box	CORRECTIVE ACTION PLAN
Engine 1 B Shift						
American Metal & Electric - 106 W Tyler ST - 706-278-1333						
08/12/2021	Annual	Passed with Comments	Add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



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Cowan Law Firm - 315 N Selvidge ST - 7062782099

08/04/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install electrical room signage on door.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Spliced electrical wiring should be in approved junction box.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install code compliant address signage.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Contact a Ga licensed fire extinguisher contractor to install approved fire extinguishers.	CORRECTIVE ACTION PLAN

Doggie Do's - 601 N Hamilton ST

08/05/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Dryer must be vented to the exterior of the structure.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Electrical outlets must be properly installed. Install electrical outlet covers. Wire splices must be installed in a junction box. Electrical wiring must be covered by the appropriate material or installed in conduit.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers. The fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Harvest Carpet - 924 N Selvidge ST

08/18/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Add blanks to panel. Do not use extension cords for permanent wiring.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have extinguishers inspected by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Tequila's Liquor - 312 N Glenwood AVE						
08/16/2021	OTC	Corrective Action Plan Given	Add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
VIP Tobacco #2 - 314 N Glenwood AVE #5						
08/03/2021	OTC	Corrective Action Plan Given	Add Knox Box to building.	Is address signage correct and in place?	Suite 5	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
Engine 1 C Shift						
Bucket List Antiques - 300 N Hamilton ST - (706) 428-9590						
08/10/2021	Annual	Passed		Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
Dalton Antique Market - 330 S Hamilton ST - (706) 529-4903						
08/12/2021	OTC	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Add plug in above door.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
Mapco - 304 N Thornton AVE						
08/18/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Insure all electrical issues are repaired.	CORRECTIVE ACTION PLAN
Triple E Properties - 201 S Hamilton ST						
08/20/2021	Annual	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
Engine 2 B Shift						
618 5th Avenue Apartments - 618 5th AVE - 706-428-1352						
08/12/2021	Site Visit	Corrective Action Plan Given	Met with building owner about the condition of apartment 1. An additional inspection is to be scheduled. The Health Department is being requested.	Have all applicable code requirements been met?		CORRECTIVE ACTION PLAN
				If a change of occupancy has occurred, does the building comply with current code requirements?		CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



08/18/2021	Site Visit	Corrective Action Plan Given		If a change of occupancy has occurred, does the building comply with current code requirements?	The single family dwelling has been separated into four apartments. Building owner Jamal Awad was instructed to have an electrician look at the structure and reduce to a duplex.	FAIL
08/19/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Met with occupants in apartment one, Daniel Porter. All rooms inside the apartment were unfit for habitation. There was trash, food, soiled clothing and dog feces everywhere. The tenants were instructed to clean the apartment or they would have to leave. DPD was also on scene.	FAIL

Brymans Plaza North - 100 W Walnut AVE

08/03/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Replace all missing ceiling tiles. Install cover on water flow alarm. Place a sprinkler wrench in the sprinkler cabinet.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install junction box covers on open junction boxes containing electrical wire splices. Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box.	CORRECTIVE ACTION PLAN

Three Oaks Custom Cabinets - 638 Spring ST

08/03/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Extension cords should only be used for temporary power. Don't plug extension cords into other extension cords. Keep 36 inch clearance around electrical panels.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Keep egress paths clear.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.

Engine 2 C Shift**Bryman's Leasing Office - 210 W Franklin ST #2**

08/03/2021	Annual	Passed with Comments	Corrective action plan provided.	Is required emergency lighting in place?	Repair or replace all non operational emergency lighting and exit signs.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguisher. Fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Engine 4 A Shift**Fairfield Inn & Suites - 786 College DR - 7062757215**

08/04/2021	Site Visit	Passed		Have all applicable code requirements been met?	Add sprinkler heads to each landing in stairwells. NFPA 13 requires heads at each landing for combustible stairwell.	CORRECTIVE ACTION PLAN
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Hinojosa Carpet - 809 S Hamilton ST #3

08/10/2021	OTC	Corrective Action Plan Given	Electrical, emergency lights, Knox Box.	Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Add approved electrical plug ins.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
08/13/2021	OTC	Passed		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN

Walnut Creek - 1115 W Walnut AVE

08/03/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Spray foam was used for penetrations and smoke wall it should not be used in a commercial building. Egress doors swing inward and should swing outward.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



08/04/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	<p>Myself along with Building Inspector Mike Fowler visited the property to look at the progress of construction. The following items were notated and explained to the contractor.</p> <ol style="list-style-type: none"> 1. Exit signage needed in hallway 2. Exit door needs proper handle 3. Dryer vents should be hard ducted 4. Exhaust over cooking equipment should be hard ducted to the exterior 5. Heater needed in riser room 6. FACP, Riser Room, and Electrical Room signage needed 7. Proper ADA grab bars needed on toilets as required 8. Knox Box needed 	CORRECTIVE ACTION PLAN
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Engine 4 C Shift

Pearle Vision - 1207 W Walnut AVE - 706-226-2722

08/09/2021	OTC	Corrective Action Plan Given	Service extinguishers and add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Extinguishers need current inspection.	CORRECTIVE ACTION PLAN

Waco Chemical - 455 Virgil DR - 706-277-3939

08/16/2021	Site Visit	Passed with Comments	Dalton Fire Department was contacted by John Maddox of Georgia Environmental Protection Division in regards to hazardous materials from this location being discarded at a site in Catoosa County. DFD personnel along with Mr. Maddox and Chris Hester of Whitfield County Storm water met at the property. No immediate life safety concerns were found at the location, and the property was turned over to Mr. Maddox.	Have all applicable code requirements been met?	Chemicals not stored and labeled in their proper container. Various chemicals leaking in and around the property. Property was turned over to Marion Environmental and EPD.	FAIL
08/19/2021	Complaint	Passed with Comments	Inspectors Hearn and Stratton chained open the check valve and the main control valves at the standpipe.	Have all applicable code requirements been met?	Inspectors Hearn and Stratton chained open the check valve and the main control valves at the standpipe.	CORRECTIVE ACTION PLAN

Engine 5 A Shift

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



CJ Poag - 1217 Lamar ST

08/18/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguisher requires a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
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Engine 5 B Shift**Dalton Beverages - 1007 S Thornton AVE - 706-278-1755**

08/23/2021	Alcohol	Corrective Action Plan Given		Does the emergency lighting system work correctly?	Insure emergency lighting works.	CORRECTIVE ACTION PLAN
				Are exit signs properly illuminated?	Insure exit signs are working properly.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Add address numbers to building.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add three extinguishers from a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

Extruded Fibers - 112 Westcott WAY - (706) 226-2275

08/11/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Replace ceiling tiles to maintain ceiling assembly continuity.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Combustibles must be 36" away from electrical panels	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Extruded Fiber's Warehouse - 101 Westcott WAY - 706.226.2275

08/10/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install RISER ROOM sign above the door concealing the sprinkler riser.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	LP storage must be relocated away from means of egress.	CORRECTIVE ACTION PLAN

System Concepts Plus - 205 E Matilda ST

08/23/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels. Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Engine 5 C Shift**City Postal Service - 1219 N Glenwood AVE**

08/09/2021	OTC	Corrective Action Plan Given	Extinguishers, rear exit, emergency lighting.	Have all applicable code requirements been met?	Repair or replace emergency lights.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Bar across rear exit must be removed during operating hours.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Ensure extinguishers have been inspected by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

Custom Graphic - 226 Springdale RD - 706-278-3021

08/19/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



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Ladder 3 A Shift**Georgia Board of Workers Compensation - 475 Reed RD**

08/02/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Have key made for Knox Box.	CORRECTIVE ACTION PLAN
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Kirk's Cycle - 929 N Glenwood AVE - 706-226-4090

08/24/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Electrical wiring must be installed in conduit or properly covered.	CORRECTIVE ACTION PLAN

North Georgia Highlands Center - 900 Shugart RD - 706-270-5005

08/31/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all exit signs and emergency lighting that does not operate as designed.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install FACP sign on the door concealing the fire alarm control panel.	CORRECTIVE ACTION PLAN
					Residential dryer must be vented to the exterior of the structure.	
					Multi plug adapters shall not be plugged into multi plug adapters. Extension cords shall not be plugged into multi plug adapters. Extension cords shall not be plugged into extension cords.	
					Multi plug adapters must be mounted according to manufacturers recommended specifications.	
				Are proper clearances of combustible materials from ignition sources being maintained?	Maintain clearance between combustibles and potential ignition sources.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove all storage from stairwells.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Southern Roofing & Exteriors - 1225 Coronet DR #2- 706-271-0038

08/31/2021	OTC	Corrective Action Plan Given	Extinguishers and blanks.	Are there any identifiable electrical hazards?	Add blank to panel.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add extinguishers to building by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

Stubbs Prosthetics & Orthotics Inc. - 1213 Broadrick DR

08/09/2021	OTC	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Install approved exit signage.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Have fire alarm inspection done by a ga licensed contractor.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove combustibles near electrical panels. Add electrical room signage on door.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Ensure address is visible from the road fronting the building.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove items blocking egress.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Mount fire extinguishers at a height of 48 inches from the top of the extinguisher to the floor.	CORRECTIVE ACTION PLAN

Ladder 3 B Shift**Check Into Cash Title Pawn - 1133 N Glenwood AVE - 706-226-0270**

08/23/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are proper clearances of combustible materials from ignition sources being maintained?	Maintain proper clearance of combustible materials in front of the electrical panel.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



The Cliffs Apartments - 818 Shugart RD

08/02/2021	Complaint	Corrective Action Plan Given	Fix the water issues.	Have all applicable code requirements been met?	Water leaks have caused mold. Water has been leaking around electrical outlets.	CORRECTIVE ACTION PLAN
08/11/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Add appropriate extinguishers. ASA CARPET CAPITAL FIRE PROTECTION PYE-BARKER CHATTANOOGA FIRE PROTECTION DOUBLE D PIPING	CORRECTIVE ACTION PLAN

Ladder 3 C Shift

Dalton Village Apartments - 1809 Shadow LN - 706-226-6424

08/20/2021	Complaint	Corrective Action Plan Given		Have all applicable code requirements been met?	Insure private vehicles are parking in approved locations and to full fire department vehicle access.	CORRECTIVE ACTION PLAN
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Squad 1 A Shift

American Import Auto Parts LLC. - 412 N Hamilton ST

08/19/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Mr Florez was advised he had too many vehicles obstructing Fire Department access, main entrance egress and the public way. He was instructed to start removing vehicles immediately. Mr Florex was advised a follow inspection would be conducted next week. DPD and County Building Inspector will be notified.	CORRECTIVE ACTION PLAN
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La Esquinita - 613 N Hamilton ST

08/09/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are there any identifiable electrical hazards?	Install blanks in open spaces in the electrical panel.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguisher requires a current annual inspection. Inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Ramirez Property 305 E Hawthorne Street - 305 E Hawthorne ST - 706-218-2035

08/04/2021	Site Visit	Corrective Action Plan Given		If a change of occupancy has occurred, does the building comply with current code requirements?	A site inspection was requested by an occupant looking at opening a dance hall. The occupant was told that the building didn't meet code requirements for a dance hall.	CORRECTIVE ACTION PLAN
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Reyes Auto Repair - 1119 N Glenwood AVE - 706-529-5666

08/24/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Self Recycling Inc - 1206 Lamar ST - 770-382-2320

08/10/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Compressed gas cylinders must be properly secured. Repair all ceiling openings to maintain ceiling assembly continuity.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Extension cords shall not substitute permanent electrical wiring. Extension cords shall not be plugged into extension cords, extension cords shall not be plugged into multi plug adapters, multi plug adapters shall not be plugged into multi plug adapters. Ensure proper closure of all disconnects and breaker boxes.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove all egress impediments.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Sprinkler system requires a current annual inspection. The inspection must be conducted by a Georgia licensed contractor. Remove all foreign suspensions and attachments from all sprinkler piping.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Ensure all fire extinguishers are properly mounted.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.

Shaw Plant WM - 902 N Hamilton ST - 706-532-2500

08/27/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Is required emergency lighting in place?	Install emergency lighting in stairwells and office space hallways.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install FDC sign. Remove all obstructions to fire control components. Install FACP sign at the entrance concealing the Fire Alarm Control Panel.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Fire alarms require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers recommended specifications. Extension cords shall not be plugged into multi plug adapters. Install blanks in open spaces in electrical panels. Maintain 36" clearance in front of electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Remove all fire extinguisher obstructions.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Technicraft Services - 111 Westcott WAY - 706-529-7568

08/11/2021	Annual	Corrective Action Plan Given	Corrective action plan has been provided.	Have all applicable code requirements been met?	Remove compressed gas and flammable storage from beneath the stairwell. Compressed gas cylinders must be secured.	CORRECTIVE ACTION PLAN
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Squad 1 B Shift**Decorative Concepts - 1803 Abutment RD - 423-682-7257**

08/25/2021	New Construction	Corrective Action Plan Given		Have sprinklers been installed under fixed obstructions over 4 feet in width?	Add sprinklers to racks.	CORRECTIVE ACTION PLAN
				Have sprinklers been installed under open grating over 4 feet in width?		CORRECTIVE ACTION PLAN
				Are all required areas of the building sprinkled?		CORRECTIVE ACTION PLAN

First Methodist Church - 500 S Thornton AVE - 706-278-8494

08/09/2021	Annual	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Have system inspected.	CORRECTIVE ACTION PLAN
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?	Have system inspected.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Griffin Company of Dalton - 110 E Tyler ST #B

08/02/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Electrical wiring must be covered or installed in conduit. Install outlet covers and switch plate covers. Install covers on junction boxes containing electrical wire splices.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox box on the building portion that houses the riser.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require current annual inspection. Inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Imperial Del Arte - 304 Springdale RD #1

08/24/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
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Irene's Cakes - 304 Springdale RD #3

08/23/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
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JAA Controls - 441 N Hamilton ST - 706.278.8309

08/05/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?		CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install outlet covers. Install cover on junction box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Miscelanea Polvos - 238 Springdale RD

08/24/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Is required emergency lighting in place?	Install lighted exit signs with integrated emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Install lighted exit signs with integrated emergency lighting.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



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Tyler Street Storage - 110 E Tyler ST #A- 706-226-0503

08/02/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Install FACP sign on door concealing the fire alarm control panel.	CORRECTIVE ACTION PLAN
				Is a detector present at the location of each control unit(s), notification appliance circuit power extender(s) and supervising station transmitting equipment of the fire alarm to provide notification?	Install smoke detector above fire alarm control panel.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install electrical outlet covers. Install junction box covers on open junction boxes containing electrical wire splices.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

Squad 1 C Shift
Dalton Diagnostic - 820 Tinsley ST - 7062590660

08/19/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Have all applicable code requirements been met?	Replace FDC sign. Install a RISER ROOM sign.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



08/12/2021	Annual	Corrective Action Plan Given	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all emergency lighting and exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install FDC sign at the Fire Department Connection.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Extension cords shall not substitute permanent electrical wiring and shall not pass through walls. Install junction box covers on all open junction boxes containing electrical wire splices. Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Maintain proper clearance of combustible materials from ignition sources.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove exterior hasps from egress doors. LP storage must be relocated away from means of egress. Remove all impediments from means of egress.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Remove all obstructions that block fire extinguisher access.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.

Techmer PM - 105 E Tyler ST - 706-226-8409

08/05/2021	Annual	Passed with Comments	Corrective action plan has been provided.	Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install FACP sign on the door concealing the fire alarm control panel.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Replace all missing ceiling tiles to maintain ceiling assembly continuity.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	A key for the riser room must be installed in the Knox box.	CORRECTIVE ACTION PLAN
				Are the installed sprinkler systems code compliant?	Place a sprinkler wrench in the sprinkler cabinet. Install RISER ROOM sign.	CORRECTIVE ACTION PLAN

Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Dalton Fire Department

Dalton, GA

This report was generated on 9/9/2021 9:12:02 AM



Count of Occupancies Inspected per Occupancy Type per Inspection Type for Date Range

Start Date: 08/01/2021 | End Date: 08/31/2021

OCCUPANCY	COUNT
INSPECTION TYPE: Alcohol	
M • Drug stores	1
INSPECTION TYPE: Annual	
A-2 • Eating, drinking places, (other)	1
A-3 • Places of religious worship	1
B • Business office	7
B • Business, (other)	1
B • Motor vehicle or boat sales, services, repair	7
B • Personal service, including barber & beauty shops	2
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	3
B • Training and skill development not in a school or academic program (this shall include, but not be limited to, tutoring centers, martial arts studios, gymnastics and similar uses regardless of the ages served, and where not classified as a Group A occupancy)	1
E • Day care, in commercial property	1
F-1 • Carpets and rugs (includes cleaning)	4
F-1 • Clothing	1
F-1 • Electronics	1
F-1 • Manufacturing, processing	4
F-2 • Metal products (fabrication and assembly)	2
H-3 • Class I, II or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge (103.4 kPa) or less.	1
I-1 • Alcohol and drug centers	1
M • Convenience stores	1
M • General retail, (other)	2
M • Grocery store	1
M • Household goods, sales, repairs	2
M • Retail or wholesale stores	1
M • Service station, gas station	1
M: Mercantile (other)	1
S-1 • Motor vehicle repair garages	1
S-1 • Warehouse	1
S-1: Storage, Moderate-hazard	2
INSPECTION TYPE: Complaint	
R-2 • Apartment houses	1
R-2 • Multifamily dwelling	1
R-3 • 1 or 2 family dwelling	1
S-1: Storage, Moderate-hazard	2
INSPECTION TYPE: Fire Alarm	
E • Elementary school, including kindergarten	1

Locked inspections only.



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OCCUPANCY	COUNT
INSPECTION TYPE: Kitchen Hood Installation	
M • Grocery store	1
INSPECTION TYPE: New Construction	
F-1 • Carpets and rugs (includes cleaning)	1
R-4 • Residential board and care facilities	1
INSPECTION TYPE: OTC	
B • Business office	2
B • Business, (other)	4
B • Clinic, outpatient	1
B • Post offices or mailing firms	1
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	1
M • Convenience stores	1
M • Retail or wholesale stores	1
M: Mercantile (other)	1
INSPECTION TYPE: Plan Review	
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	6
A-3 • Courthouse	1
B • Business office	1
B • Electronic data processing	4
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	1
F-1 • Manufacturing, processing	2
I-2 • Hospitals	2
M • Grocery store	1
S-1 • Self-service storage facility (mini-storage)	1
INSPECTION TYPE: Site Visit	
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	2
A-3 • Community halls	2
A-3 • Courthouse	1
B • Business office	10
B • Business, (other)	3
B • Clinic, outpatient	1
B • Electronic data processing	2
B • Motor vehicle or boat sales, services, repair	1
E • Elementary school, including kindergarten	7
E • High school/junior high school/middle school	7
F-1 • Carpets and rugs (includes cleaning)	2
F-1 • Manufacturing, processing	1
I-1 • Alcohol and drug centers	1
M • Grocery store	2
M • Household goods, sales, repairs	3
M • Retail or wholesale stores	3
M • Service station, gas station	1
M • Department stores	1
M: Mercantile (other)	3

Locked inspections only.

OCCUPANCY	COUNT
R-1 • Hotels (transient)	6
R-1 • Motels (transient)	1
R-2 • Apartment houses	10
R-2 • Motels (nontransient)	2
R-2 • Multifamily dwelling	2
R-4 • Residential board and care facilities	3
S-1: Storage, Moderate-hazard	3
U • Construction site	1
U • Mixed use	1
U • Vacant lot	1
Total # of Inspections:	175

Locked inspections only.

YEAR-TO-DATE BUDGET REPORT

08/31/2021

FOR 2021 08									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
141400 000010	SALARY REG	4,991,000	0	4,991,000	3,138,330.73	.00	1,852,669.27	62.9%	
141400 000011	SALARY OT	446,000	-10,950	435,050	283,394.16	.00	151,655.84	65.1%	
141400 000011	COVID SALARY OT	0	10,950	10,950	10,922.50	.00	27.50	99.7%	
141400 000016	SAL BONUS	0	9,000	9,000	9,000.00	.00	.00	100.0%	
141400 000020	FICA	416,000	-850	415,150	253,256.62	.00	161,893.38	61.0%	
141400 000020	COVID FICA-COVID	0	850	850	835.58	.00	14.42	98.3%	
141400 000030	PENSION	238,100	-245	237,855	150,027.52	.00	87,827.48	63.1%	
141400 000030	COVID DB-DC-COVI	0	245	245	241.77	.00	3.23	98.7%	
141400 000032	DB PLAN	1,345,000	-744,340	600,660	600,656.74	.00	3.26	100.0%	
141400 000032	COVID DB PLAN	0	3,380	3,380	3,378.25	.00	1.75	99.9%	
141400 000033	PEN-STATE	28,800	0	28,800	18,050.00	.00	10,750.00	62.7%	
141400 000040	HOSP INS	820,100	0	820,100	538,121.00	.00	281,979.00	65.6%	
141400 000043	INS FIRE	17,500	0	17,500	.00	.00	17,500.00	.0%	
141400 000045	LIFE & DIS	25,200	-65	25,135	17,651.24	.00	7,483.76	70.2%	
141400 000045	COVID LIFE & DIS	0	65	65	60.95	.00	4.05	93.8%	
141400 000050	GEN INS	31,500	-890	30,610	30,607.89	.00	2.11	100.0%	
141400 000060	WC INS	104,700	0	104,700	66,597.84	.00	38,102.16	63.6%	
141400 000100	OFF EQ REN	7,200	0	7,200	2,379.97	.00	4,820.03	33.1%	
141400 000110	TELEPHONE	32,000	0	32,000	20,717.93	782.59	10,499.48	67.2%	
141400 000120	TRAINING	42,000	0	42,000	22,344.59	447.75	19,207.66	54.3%	
141400 000121	FIRE SA ED	3,500	0	3,500	1,375.04	.00	2,124.96	39.3%	
141400 000123	HAZMAT MAN	17,500	0	17,500	3,713.15	.00	13,786.85	21.2%	
141400 000330	UTILITIES	87,500	45,000	132,500	81,626.43	.00	50,873.57	61.6%	
141400 000350	BLDG MTNCE	60,000	0	60,000	27,947.53	2,644.15	29,408.32	51.0%	
141400 000360	LEGAL FEES	4,800	0	4,800	1,228.95	255.00	3,316.05	30.9%	
141400 000400	EQ REPAIRS	24,000	0	24,000	19,338.58	1,597.48	3,063.94	87.2%	
141400 000410	GAS/OIL	55,000	0	55,000	37,928.87	644.61	16,426.52	70.1%	
141400 000440	SUPPLIES	30,000	-3,110	26,890	19,549.49	10.77	7,329.74	72.7%	
141400 000440	COVID SUPPLIES	0	3,110	3,110	3,109.52	.00	.48	100.0%	
141400 000450	CLEANING	49,900	0	49,900	4,298.13	524.25	45,077.62	9.7%	
141400 000460	UNIFORMS	140,000	0	140,000	68,325.36	.00	71,674.64	48.8%	
141400 000830	MTN APP	100,000	0	100,000	57,716.46	787.65	41,495.89	58.5%	
141400 001010	OFF SUPPLY	8,200	0	8,200	1,859.64	77.22	6,263.14	23.6%	
141400 001030	COM SW MTN	21,000	0	21,000	10,957.63	.00	10,042.37	52.2%	
141400 001040	COM MTN/SU	7,000	0	7,000	1,633.50	386.11	4,980.39	28.9%	
141400 001090	WELLNESS	4,000	0	4,000	1,770.26	.00	2,229.74	44.3%	
141400 001300	MEALS	16,600	0	16,600	7,754.93	.00	8,845.07	46.7%	
141400 001410	DUES/FEES	6,600	0	6,600	3,087.00	.00	3,513.00	46.8%	
141400 001620	IMPACT FEE	1,100	0	1,100	.00	.00	1,100.00	.0%	
141400 001665	RADIO FEE	11,300	0	11,300	.00	.00	11,300.00	.0%	
141400 001990	MISC	16,000	0	16,000	2,570.95	30.00	13,399.05	16.3%	
141400 039980	CO < \$5000	37,000	-3,470	33,530	8,400.53	2,499.00	22,630.47	32.5%	
141400 039990	COVID CAP OUTLAY	0	3,470	3,470	3,466.99	.00	3.01	99.9%	

YEAR-TO-DATE BUDGET REPORT 08/31/2021

FOR 2021 08								
ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 084725	BLDG/GRNDS	9,000	0	9,000	4,847.64	.00	4,152.36	53.9%
	TOTAL GENERAL FUND - OPERATING	9,255,100	-687,850	8,567,250	5,539,081.86	10,686.58	3,017,481.56	64.8%
	TOTAL EXPENSES	9,255,100	-687,850	8,567,250	5,539,081.86	10,686.58	3,017,481.56	

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.G.: SCBA-03

Effective: 05-22-1991

Revised: 09-26-2017

Reviewed: 09-28-2021

Fire Chief Signature

DATE

Policy: Refilling SCBA and SCUBA Cylinders

Scope: All Personnel

Procedure:

SCBA Cylinders

- Visually inspect the cylinder for the hydrostatic test date
 - Solid metal cylinders must be hydrostatically tested every five (5) years
 - Composite cylinders must be hydrostatically tested every three (3) years
 - Cylinders must be tested by a certified D.O.T. testing facility
 - Cylinders must have a D.O.T. stamp, sticker, or proper papers to prove test date is valid. Example D.O.T. number: B7
10 21 91
- No other testing will be accepted
- Visually inspect the cylinder for deep nicks, cuts, heat damage, or damage to the cylinder valve.
- Should the cylinder fail any of the above inspections or be found to be out of test date, the cylinder will not be refilled. Refusal to refill for any reason is at the discretion of the personnel performing the refill.

SCUBA Cylinders

- The person bringing the cylinder(s) to be refilled must present a valid diving certification card. If the diving credential does not include a picture, a valid government issued photo ID must be presented. All cylinder(s) being refilled must belong to this person.

- Visually inspect the cylinder for proper hydrostatic test information and visual inspection permit (VIP) sticker
 - SCUBA cylinders must be hydrostatically tested every five (5) years by a D.O.T. certified testing facility
 - SCUBA cylinders must have a visual inspection test every year by an authorized diving facility and must have a current visual inspection sticker
 - Cylinders must have a D.O.T. hydrostatic test stamp, example: B7
- No other testing will be accepted.
- Visually inspect the cylinder for deep nicks, cuts, or damage to the cylinder valve
- Should the cylinder fail any of the above inspections or found to be out of test date, the cylinder will not be refilled. Refusal to refill for any reason is at the discretion of the personnel performing the refill.

10 21 91

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-2

Effective: 10-12-2001

Revised: 09-26-2017

Reviewed: 09-28-2021

Fire Chief Signature

DATE

Title: Uniform Dress Classes and Usage

Scope: All Personnel

Procedure:

Class A Uniform

A full dress uniform consisting of long sleeve dress shirt, dress pants, dress shoes with black socks, dress coat complete with badge, nameplate, and ribbons, dress cap with cap strap and insignia, black leather dress belt, and black necktie.

This uniform may be worn for special occasions and formal fire department functions. Class A uniform shall be worn for all promotional and recognition meetings.

Class B Uniform

A daily uniform to be worn when engaged in activities involving civilians or other outside personnel consisting of uniform shirt complete with badge and nameplate, uniform pants, black uniform shoes with black socks or black boots (white socks are acceptable with boots only), and black uniform belt. Golf shirt and tactical shorts with dark colored socks and athletic shoes can be worn within this uniform classification. Shorts shall NOT be worn during pre-incident surveys and/or other public relations events as specified by on-duty officers. Department issued ball caps and job shirts are acceptable for use with class B uniforms. A job shirt may replace the collared uniform shirt when worn with a class B uniform.

Line personnel are to keep a minimum of one clean and pressed class B uniform in their locker at all times. Officers have the authority to order their subordinates to upgrade their uniforms to this class.

The shift commander shall remain in class B uniform for the entire 24-hour shift.

Class C Uniform

The standard daily station uniform consisting of all elements listed under the class B uniform section **except** the collared Nomex or golf shirt.

This uniform may be worn while in quarters or on station grounds and not engaged with the public. Class C is the minimum level of dress to be worn while conducting hydrant detail.

Class D Uniform

This uniform consists of department issued t-shirt, gym shorts, athletic socks, and athletic shoes. Sweatshirts and sweatpants may be worn to personal preference.

This uniform is to be worn while actively engaged in physical fitness, training, and/or maintenance activities. Upon completion of the detail, personnel shall return to class B or C uniform as applicable. This level of dress may also be worn when retiring to the dorm.

Miscellaneous:

No t-shirt is required with the class B uniform, but if you choose to wear one, blue DFD t-shirts or white v-neck t-shirts may be worn with Nomex and golf shirts. White v-neck undershirts may be worn with white dress shirts.

All personnel shall be in the proper level of uniform while on-duty. Uniforms shall be pressed and neat in appearance and all footwear shall be clean and polished (as applicable).

Department issued golf shirts and business casual slacks with brown leather belt and brown shoes may be worn for off-site fire department activities.

Administrative personnel may dress as appropriate for the expected duties of the day. Other 40-hour personnel shall dress as assigned by their division head.

Non-issued clothing of a tasteful nature may be worn when the ambient temperature or wind chill drops below 20 degrees Fahrenheit. On-duty officers will determine both the tasteful nature and conditions when this clothing may be utilized.

Officers are authorized and expected to inspect the uniforms and appearance of their subordinates. If this inspection indicates a uniform does not reflect a professional appearance, the officer shall order the subordinate to change his/her uniform. This change may require the subordinate to upgrade to a higher classification of uniform. Professional appearance will be determined by the officer.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: FO- 16
Effective: 08-07-2017
Revised: 09-25-2018
Reviewed: 09-28-2021

Fire Chief Signature

DATE

Policy: Emergency Evacuation

Scope: All Personnel

Procedure:

In the event an emergency evacuation order is required, the Incident Commander shall:

- Activate emergency evacuation tone using a portable radio
- Call for all personnel to evacuate the structure or area
- Repeat this process on all channels utilized on the incident
- Conduct a PAR to ensure personnel accountability

All Driver/Operators shall repeatedly sound their apparatus air horns.

If any personnel are unaccounted for or are have not evacuated, the process shall be repeated.

To activate the emergency evacuation tone on a Motorola APX portable radio:

- Select channel you wish to sound evacuation tone
- Key the microphone
- Press orange button after the microphone has been activated
- Hold the microphone button for the desired time, approximately 5 seconds

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: FO-14
Effective: 06-26-2015
Revised: 09-25-2018
Reviewed: 09-22-2020

Fire Chief Signature

DATE

Title: Mayday Procedures

Scope: All Personnel

Reference: NFPA 1561, 1407, 1500, 1561, 1001, 1982

General Information:

- A. The term ***mayday*** will be used only when personnel are in an immediate life-threatening situation. The term “emergency traffic” will be used for other emergencies.
- B. All crews working in IDLH environments must have a radio and understand mayday procedures.
- C. A firefighter reporting mayday will have priority over all other radio traffic.
- D. In the event of a mayday, all unaffected personnel shall continue normal fireground operations unless otherwise advised by the IC.

Procedure:

- A. A firefighter must recognize a mayday parameter and call for the mayday immediately. This shall happen as soon as he/she thinks they are in trouble. The mayday may be cancelled at any time once the situation is corrected and the firefighter is safe and accounted for.
- B. In the event of a Mayday, the following actions shall be taken by the firefighter that is endangered:
 - 1. Recognize the mayday parameter and remain calm.
 - 2. Press the orange emergency button on the portable radio or lapel mic. This will give 10 seconds of uninterrupted air-time to give the initial Mayday.

3. Notify command using “Mayday, Mayday, Mayday”.
4. Mayday information shall be given using ~~one of~~ the following acronyms:

~~LUNAR~~

~~L—Location~~

~~U—Unit~~

~~N—Name~~

~~A—Air remaining in cylinder / Assignment~~

~~R—Reason for mayday / Resources needed~~

WWW

W – Where

W – Why

W – Who

5. Once mayday information is acknowledged by command, the firefighter will activate his/her PASS device.
 6. Attempt self-rescue, if possible.
- C. In the event of a mayday, the following actions shall be taken by the incident commander (IC):
1. Ensure a Rapid Intervention Team is assigned when firefighters are working in IDLH environments.
 2. Once a Mayday is received, the IC will advise on the radio “stop all unnecessary radio traffic”.
 3. Once a completed Mayday transmission is understood, command will advise the firefighter to activate his/her PASS device.
 4. The IC will assign the Rapid Intervention Team to the rescue.
 5. An additional officer may be utilized in command to manage the mayday or the fire incident at the discretion of the IC. Additional alarms may be struck if the situation dictates.
 6. The IC shall request an ambulance to respond to the scene if one is not already on location. Additional ambulances may be required if the situation dictates.

~~4. The chief of the department shall be notified after the mayday is resolved.~~

~~7.~~

~~5.~~

~~The IC will contact dispatch to acquire an additional channel for fire ground operations. They will also request dispatch to monitor the mayday channel and assist as needed. If unable to reach dispatch immediately, fire ground operations may move to DFD main.~~

~~6. The IC will move all other radio traffic to a different fireground channel. The person calling mayday, the Rapid Intervention Team, and the IC or his/her designee will continue to operate on the original channel.~~

~~7. The IC or his/her designee will assume fireground operations on the newly assigned channel.~~

~~8. An additional officer may be utilized in command to manage the mayday or the fire incident at the discretion of the IC. Additional alarms may be struck if the situation dictates.~~

~~9. A PAR shall be conducted on the newly assigned channel.~~

~~10.1. The IC shall request an ambulance to respond to the scene if one is not already on location. Additional ambulances may be required if the situation dictates.~~

~~11.1. The chief of the department shall be notified after the mayday is resolved.~~

D. The IC may contact dispatch to acquire an additional channel for fire ground operations. They may also request dispatch to monitor the mayday channel and assist as needed. The IC may move all other radio traffic to a different fireground channel, but the person calling mayday, the Rapid Intervention Team, and the IC or his/her designee should continue to operate on the original channel. If this change occurs, the IC or his/her designee will assume fireground operations on the newly assigned channel and a PAR shall be conducted.

D.E. If a mayday is transmitted on DFD Main ~~and the firefighter is unable to change the channel~~, the IC will notify dispatch to hold all radio traffic on that channel. During

this time, all subsequent calls will be dispatched via an alternate channel assigned by dispatch. If this situation occurs, dispatch will call all available stations to inform them of the change.

E.F. After the incident, a thorough post-incident analysis and external review shall be performed in a timely manner. If needed, a critical incident stress debriefing may be conducted.

In the event of an inadvertent activation of the orange emergency button, the firefighter will advise “Status Orange” to confirm there is no true emergency.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: FO-14

Effective: 06/26/2015

Revised: 09/28/2021

Reviewed: 09/28/2021

Fire Chief Signature

DATE

Title: Mayday Procedures

Scope: All Personnel

Reference: NFPA 1561, 1407, 1500, 1561, 1001, 1982

General Information:

- A. The term ***mayday*** will be used only when personnel are in an immediate life-threatening situation. The term “emergency traffic” will be used for other emergencies.
- B. All crews working in IDLH environments must have a radio and understand mayday procedures.
- C. A firefighter reporting mayday will have priority over all other radio traffic.
- D. In the event of a mayday, all unaffected personnel shall continue normal fireground operations unless otherwise advised by the IC.

Procedure:

- A. A firefighter must recognize a mayday parameter and call for the mayday immediately. This shall happen as soon as he/she thinks they are in trouble. The mayday may be cancelled at any time once the situation is corrected and the firefighter is safe and accounted for.
- B. In the event of a Mayday, the following actions shall be taken by the firefighter that is endangered:
 - 1. Recognize the mayday parameter and remain calm.
 - 2. Press the orange emergency button on the portable radio or lapel mic. This will give 10 seconds of uninterrupted air-time to give the initial Mayday.

3. Notify command using “Mayday, Mayday, Mayday”.
4. Mayday information shall be given using the following acronym:

WWW

W – Where

W – Why

W – Who

5. Once mayday information is acknowledged by command, the firefighter will activate his/her PASS device.
 6. Attempt self-rescue, if possible.
- C. In the event of a mayday, the following actions shall be taken by the incident commander (IC):
1. Ensure a Rapid Intervention Team is assigned when firefighters are working in IDLH environments.
 2. Once a Mayday is received, the IC will advise on the radio “stop all unnecessary radio traffic”.
 3. Once a completed Mayday transmission is understood, command will advise the firefighter to activate his/her PASS device.
 4. The IC will assign the Rapid Intervention Team to the rescue.
 5. An additional officer may be utilized in command to manage the mayday or the fire incident at the discretion of the IC. Additional alarms may be struck if the situation dictates.
 6. The IC shall request an ambulance to respond to the scene if one is not already on location. Additional ambulances may be required if the situation dictates.
 7. The chief of the department shall be notified after the mayday is resolved.

- D. The IC may contact dispatch to acquire an additional channel for fire ground operations. They may also request dispatch to monitor the mayday channel and assist as needed. The IC may move all other radio traffic to a different fireground channel, but the person calling mayday, the Rapid Intervention Team, and the IC or his/her designee should continue to operate on the original channel. If this change occurs, the IC or his/her designee will assume fireground operations on the newly assigned channel and a PAR shall be conducted.
- E. If a mayday is transmitted on DFD Main, the IC will notify dispatch to hold all radio traffic on that channel. During this time, all subsequent calls will be dispatched via an alternate channel assigned by dispatch. If this situation occurs, dispatch will call all available stations to inform them of the change.
- F. After the incident, a thorough post-incident analysis and external review shall be performed in a timely manner. If needed, a critical incident stress debriefing may be conducted.

In the event of an inadvertent activation of the orange emergency button, the firefighter will advise "Status Orange" to confirm there is no true emergency.