



**PUBLIC SAFETY COMMISSION
TUESDAY, JULY 26, 2022
8:30 AM
CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Police Department - June Employee of the Month - Matthew Kumnick

Approval of Minutes

- [2.](#) June 28, 2022

Police Department

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

Fire Department

- [6.](#) Statistical Report for June 2022
- [7.](#) Financial Report for June 2022
- [8.](#) Self-Contained Breathing Apparatus Proposal
- [9.](#) Station Four Roof Proposal

Adjournment

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



Public Safety Commission
Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield
Alex Brown

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

June 27, 2022

Detective Matthew Kumnick
Dalton Police Department
301 Jones St
Dalton, GA 30720

Dear Detective Kumnick,

I am happy to inform you of your selection as the Employee of the Month for June, 2022. Your selection was based off your efforts to put together timely information on gang activity to share with the patrol division.

You did an outstanding job in gathering, organizing and presenting the information you wanted to convey on graffiti, wanted persons and persons of interest. Your efforts have been fruitful in the fact that patrol officers have been able to more effectively able to pursue leads and investigate incidents they may be faced with. I look forward to seeing this information updated and continue to help the department function at high levels. Congratulations on this well-deserved award.

In addition to this letter and certificate, you are awarded one day off with pay.

Best Regards,

Cliff Cason
Chief of Police

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
JUNE 28, 2022

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – New Employee Confirmations

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following personnel as new Dalton Police Officers. The vote was unanimous in favor.

- Jesus Antonio Cruz-Ramos
- Wilson Miles McNair
- Terry Richard Miller
- Brandon Lee Putnam
- Kaleb Bryce Warren
- Christopher Leonard Wingate

Fire Department – Employment Confirmation

On the motion of Commissioner Whitfield, second Commissioner Walker, the Commission approved the following personnel as Dalton firefighters. The vote was unanimous in favor.

- Zachary Carlson
- Drew Sage
- Chris Stanley

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of May 24, 2022. On the motion of Commissioner Brown, second Commissioner Walker, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for May 2022

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of May 2022. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are approximately 19.8% lower and Part II crimes are approximately 22.7% lower when compared to the past 5-year average. Chief Cason further reported there were 127 non-private property crashes reported for the month and injury crashes increased from April 2022, though total injuries increased.

On the motion of Commissioner Walker, second Commissioner Brown, 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 May 2022

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of May 2022. Chief Cason reported the department has expended 40% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

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

Written Directives

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

- 3.19 Personnel Early Intervention System
- 4.16 Vehicle Pursuit
- 4.23 Response to Developmental Disabilities and Mental Health Disorders
- 7.10 Lineups and Pretrial Identifications
- 7.21 Victim / Witness Assistance
- 7.24 Body Worn Cameras

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

FIRE DEPARTMENT

Monthly Statistical Report – May 2022

Fire Chief Todd Pangle presented the May 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 339 Total Responses, a Dollar Value Saved & Loss Analysis of \$272,800.00, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

On the motion of Commissioner Brown, second Commissioner Whitfield, 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 – May 2022

Fire Chief Todd Pangle presented the Financial Report for the month of May 2022 to the Commission. Chief Pangle stated the department has expended 37.6% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

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

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Brown, the meeting was adjourned at 9:22 a.m.

Terry Mathis, Chairman

ATTEST:

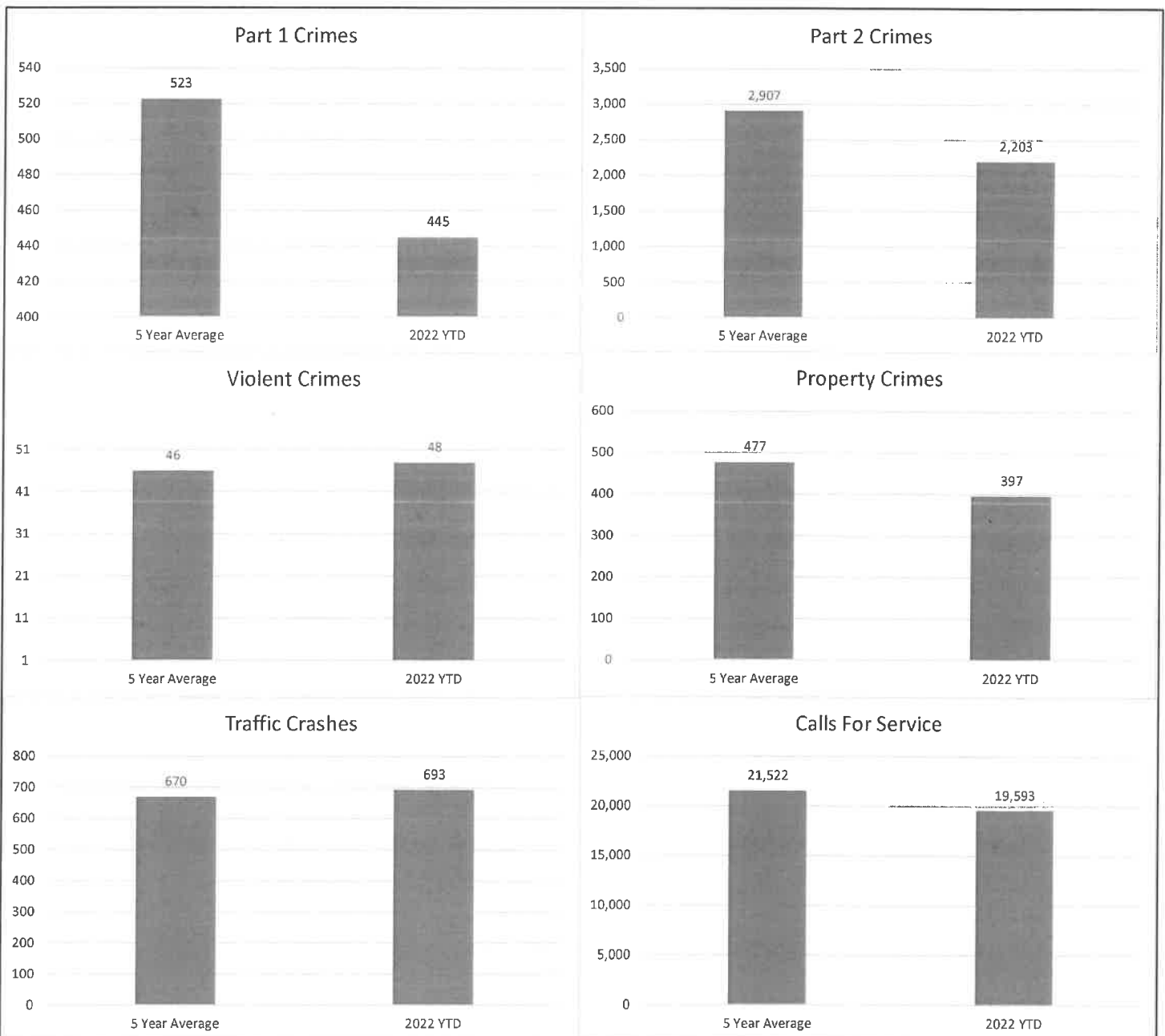
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 26, 2022**

Summary of Data and Crime Statistics for June 2022

General

The following statistics compare 2022 year-to-date statistics with the previous five years. Part 1 crimes are approximately 14.9% lower than the five-year statistics. Part 2 crimes have decreased by approximately 24.2% during the same time. Property crimes show a decrease of approximately 16.7% from the five-year average. There have been 48 violent crimes year-to-date compared to the five-year average of 46. Traffic crashes are approximately 3.5% higher than the five-year average. Calls for service show a decrease of approximately 9.0% during the same time.



DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING JULY 26, 2022

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2018-2022
June 2022

	2018	2019	2020	2021	2022	TREND
Part I Crimes YTD	582	553	438	417	445	
Homicides	0	0	0	1	1	
Rape	3	10	4	9	7	
Robbery	10	2	9	2	10	
Aggravated Assault	21	35	33	36	30	
Violent Crime Totals	34	47	46	48	48	
Burglary	80	47	47	47	40	
Larceny-Theft	424	434	312	263	324	
Motor Vehicle Theft	41	25	33	58	33	
Arson	3	0	0	1	0	
Property Crime Totals	548	506	392	369	397	
Violent Crime Clearance	88%	91%	65%	60%	60%	
Property Crime Clearance	34%	48%	31%	43%	47%	
Part I Arrests	171	232	137	131	153	
Citations	6,693	6,561	6,151	4,957	6,026	
Calls for Service	20,595	22,110	25,026	19,965	19,593	
Traffic Crashes	687	714	563	684	693	

Analysis

In the year to date 2022 there have been 445 Part 1 crimes reported, compared to 417 in 2021. There have been eight more robberies and one homicide reported in 2022, while total violent crime numbers are the same.

There have been 48 violent crimes reported 2022 YTD compared to 48 reported violent crimes 2021 YTD. There have been 30 aggravated assaults reported in 2022 compared to 36 in 2021. Year to date property crimes have shown an increase of approximately 7.6% when compared to 2021 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are lower than the average of 477. Violent crime numbers are slightly higher than the five-year average of 46.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 26, 2022**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
	6/22	6/21	2022 YTD	2021 YTD	6/22	6/21	2022 YTD	2021 YTD	6/22	6/21	2022 YTD	2021 YTD
Part I Offenses												
Homicide	0	0	1	1	0	0	0	1	0	0	1	1
Rape	2	2	7	9	3	0	4	4	2	0	2	1
Robbery	4	1	10	2	0	3	14	4	0	1	14	1
Aggravated Assault	8	6	30	36	5	5	11	20	5	4	9	17
Burglary	11	9	40	47	4	4	11	15	1	3	4	12
Larceny - Theft	64	42	324	263	40	25	164	123	32	17	119	91
Motor Vehicle Theft	6	7	33	58	2	3	10	20	1	1	4	8
Arson	0	1	0	1	0	0	0	0	0	0	0	0
PART I SUBTOTAL	95	68	445	417	54	40	214	187	41	26	153	131
Part II Offenses												
Other Assaults - not agg.	34	24	173	177	29	31	141	162	15	23	90	118
Forgery/Counterfeiting	5	1	38	26	1	1	13	4	1	1	10	3
Fraud	7	8	87	87	3	2	17	34	2	0	11	24
Embezzlement	0	1	0	1	0	1	0	1	0	0	0	0
Stolen Property	0	2	8	7	0	1	4	2	0	1	4	1
Vandalism	19	22	116	131	12	4	39	40	6	3	24	21
Weapons Violations	2	0	24	25	3	1	22	33	3	1	22	31
Commercial Sex	1	0	1	0	0	0	0	0	0	0	0	0
Other Sex Offenses	3	4	25	29	2	4	13	12	1	2	3	5
Drug Sales	6	1	34	43	4	0	29	38	4	0	24	38
Drug Possession	26	13	138	179	22	9	106	178	18	9	86	153
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	2	2	22	26	3	1	17	18	2	1	14	16
Liquor Violations	7	2	45	29	5	2	39	24	5	2	39	23
Drunkenness	8	9	50	46	8	8	45	48	8	8	45	47
Other Disorderly Conduct	9	17	69	98	4	7	58	71	3	6	43	53
Curfew Violations	1	2	4	12	1	0	2	9	1	0	2	8
All Other Offenses	196	260	1266	1513	229	159	1512	1406	214	129	1372	1220
DUI	17	9	103	117	16	10	101	119	16	10	101	118
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	343	377	2203	2546	342	241	2158	2199	299	196	1890	1879
PART I AND II TOTAL	438	445	2648	2963	396	281	2372	2386	340	222	2043	2010
Crashes			2022	2021	Enforcement						2022	2021
	6/22	6/21	YTD	YTD					6/22	6/21	YTD	YTD
Public Roadway	106	102	693	684					372	496	3,233	3,152
									406	296	2,793	1,805
911 Calls	3,351	3,473	19,593	19,965					778	792	6,026	4,957

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 26, 2022**

Summary of Significant Events for June 2022

During the month of June 2022 there were several entering autos, an attempted burglary and a stolen vehicle in the area of Shugart Rd that is believed to have been committed by a male subject who was capture on video. The vehicle was recovered and case is under investigation. There were also multiple vehicles entered, and one stolen, in the area of Judd Terr in June 2022. There were two rapes reported during this time, one of the rapes was cleared by arrest and the other is currently active. There were three reported robberies during June 2022, one was cleared by arrest and the other two are currently active.

22-003178 Car Jacking, Impersonating A Police Officer 98 W Walnut Ave
Officers were dispatched to the above location in reference to a subject trying to get into peoples' cars. Once on scene, contact was made with several complainants and the suspect. The suspect had attempted to get into one victim's vehicle and told her he was a lieutenant with Bradley County. He then went to another victim's vehicle who was pumping gas. The subject got into the driver's seat and tried to crank the car. The lady victim opened the driver's door and started to punch and hit the suspect. Police arrived on scene and it was confirmed that he did not work for Bradley County. The subject was arrested and charged accordingly.

22-003336 Medical 2312 E Morris St
Officers responded to a check welfare at 2312 E. Morris St in reference to a possible dead baby. The complainant observed a female subject wandering around outside holding what appeared to be a very small baby wrapped in blankets and was unsure if the child was alive. The subject's brother advised she had given birth to a still born before at the apartment, and she was currently pregnant, and due very soon. Officers observed her outside when they arrived, but she fled inside the apartment, and refused to open the door. It was later discovered she also had a felony warrant. After contact was made with the female, it was found that the baby was alive and had been born the previous day and had no medical care. DFACS was contacted and the newborn and mother were taken to the hospital.

22-003714 Burglary 411 W Tyler St
Three storage units at this location were burglarized. During investigation surveillance video was recovered which resulted in a suspect being identified. The subject was located and interviewed. The suspect admitted to this burglary and multiple other criminal offenses in the city during this time.

22-003206 Robbery Elm St & Tyler St
The complainant advised he was walking in the area after leaving his girlfriend's residence in the early morning hours. The complainant advised he was approached by four male subjects. The complainant advised he gave the male subjects \$500 to keep them from attacking him, which they did anyway. The complainant advised that he was knocked down and hit in the face by the group. No visible injuries were observed by the responding officer. The complainant appeared to be under the influence and could not provide much information on the subjects. The case is currently active.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 26, 2022**

June 2022 Crash Statistics

In June 2022 there were 106 non-private property crashes reported. Total crashes and injury crashes decreased from May 2022, however total injuries increased. Angle and rear end crashes were the most prevalent during June 2022. Failure to yield was the leading contributing factor in non-injury, while following too closely was the leading contributing factor for injury crashes. Walnut Ave had the highest number of non-injury crashes and Shugart Rd had the highest number of injuries.

June 2022 Crash Statistics						
Total Crashes	June 2022	May 2022	Change	YTD 2022	YTD 2021	Change
	106	127	-16.5%	693	684	1.3%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	23	16	5	2	0	8
Total Injuries	40					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
0	6	15		24		
Day of the Week	Total		Time of Day	Total		
Monday	15		0000 - 0559	6		
Tuesday	14		0600 - 0859	9		
Wednesday	13		0900 - 1059	11		
Thursday	21		1100 - 1359	28		
Friday	23		1400 - 1559	13		
Saturday	9		1600 - 1859	26		
Sunday	11		1900 - 2159	9		
			2200 - 2359	4		
Collision Type	Total		Contributing Factors	Total		
Angle	46		Following Too Closely	24		
Rear End	42		Failure to Yield	23		
Collision with an Object	9		Distracted	15		
Sideswipe - Same Direction	7		Disregard Stop Sign/Signal	9		
Sideswipe - Opposite Direction	2		Changed Lanes Improperly	7		
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	21	19.8%	4	10.0%		
Glenwood Ave	10	9.4%	6	15.0%		
Chattanooga Rd	9	8.5%	4	10.0%		
Shugart Rd	8	7.5%	6	15.0%		
Thornton Ave	5	4.7%	1	2.5%		
Selective Enforcement Details	Locations		Total Details	Violations		
June 2022	Walnut Ave		1	21		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 26, 2022

SUMMARY OF THE FINANCIAL STATISTICS FOR JUNE 2022

The police department budget for FY 2022 is now in its implementation, and we have expended approximately 49% of our 2022 budget at this point in the budget cycle. We have been working closely with the Finance Department regarding the fuel budget and continue to monitor that line. An adjustment has been made to the fuel line based on projections for the remainder of the year.

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:		ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
00010	GENERAL FUND - OPERATING							
321000 PD ADMINISTRATION								
321000 511100	WAGES - REGULAR	454,750	6,300	461,050	238,790.32	.00	222,259.68	51.8%
321000 511300	WAGES - OVERTIME	1,500	0	1,500	10.40	.00	1,489.60	.7%
321000 512100	GROUP INSURANCE	45,100	0	45,100	22,980.21	.00	22,119.79	51.0%
321000 512200	FICA & MEDICARE	35,000	500	35,500	18,497.20	.00	17,002.80	52.1%
321000 512401	RETIREMENT DCP	14,330	0	14,330	7,236.12	.00	7,093.88	50.5%
321000 512402	RETIREMENT DBP	57,100	0	57,100	31,290.50	.00	25,809.50	54.8%
321000 512403	RETIREMENT STATE	1,200	0	1,200	700.00	.00	500.00	58.3%
321000 512700	WORKERS COMPENSAT	10,100	0	10,100	5,899.81	.00	4,200.19	58.4%
321000 512900	OTHER EMPLOYEE BE	2,800	0	2,800	2,720.99	.00	79.01	97.2%
321000 512915	CLEANING ALLOWANCE	1,800	0	1,800	170.00	19.25	1,610.75	10.5%
321000 512916	CLOTHING ALLOWANCE	1,800	0	1,800	900.00	.00	900.00	50.0%
321000 521210	PROFESSIONAL - LE	20,000	-2,000	18,000	11,952.65	.00	6,047.35	66.4%
321000 521300	TECHNICAL CONTRACT	4,000	-2,500	1,500	.00	.00	1,500.00	.0%
321000 522220	EQUIPMENT MAINT &	5,000	0	5,000	2,632.98	.00	2,367.02	52.7%
321000 522230	VEHICLE REPAIRS &	2,000	4,000	6,000	3,920.93	.00	2,079.07	65.3%
321000 522320	RENTAL - EQUIPMENT	9,000	0	9,000	3,607.89	.00	5,392.11	40.1%
321000 523100	INSURANCE COMMERC	117,755	-1,100	116,655	116,652.57	.00	2.43	100.0%
321000 523200	COMMUNICATIONS	47,000	-1,200	45,800	21,375.44	.00	24,424.56	46.7%
321000 523210	POSTAGE	3,500	-200	3,300	405.86	.00	2,894.14	12.3%
321000 523400	PRINTING & BINDING	3,000	-1,000	2,000	1,117.97	.00	882.03	55.9%
321000 523500	TRAVEL	4,000	0	4,000	3,016.12	.00	983.88	75.4%
321000 523600	DUES & FEES	4,000	0	4,000	2,050.92	.00	1,949.08	51.3%
321000 523630	RADIO SUBSCRIBER F	25,000	-1,500	23,500	23,155.20	.00	344.80	98.5%
321000 523700	TRAINING & EDUCAT	8,000	0	8,000	3,061.75	.00	4,938.25	38.3%
321000 523850	CONTRACT LABOR	0	0	0	5,382.50	.00	-5,382.50	100.0%
321000 523920	SOFTWARE LICENSES	158,500	0	158,500	88,461.81	210.58	69,827.61	55.9%
321000 531100	SUPPLIES - GENERAL	800	0	800	71.51	.00	728.49	8.9%
321000 531110	SUPPLIES - OFFICE	2,000	0	2,000	155.07	.00	1,844.93	7.8%
321000 531250	OIL	800	0	800	.00	.00	800.00	.0%
321000 531270	GASOLINE	5,000	0	5,000	2,434.56	60.96	2,504.48	49.9%
321000 531300	MEALS - FOOD	2,000	0	2,000	211.57	.00	1,788.43	10.6%
321000 531700	OTHER SUPPLIES	2,000	0	2,000	833.97	7.00	1,159.03	42.0%
321000 572000	PAYMENT TO OTHER	0	13,035	13,035	13,035.00	.00	.00	100.0%
TOTAL PD ADMINISTRATION		1,048,835	14,335	1,063,170	632,731.82	297.79	430,140.39	59.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
3221100 PD CRIMINAL INVESTIGATION DIV								
3221100 511100	WAGES - REGULAR	1,031,800	14,300	1,046,100	508,716.59	.00	537,383.41	48.6%
3221100 511300	WAGES - OVERTIME	46,000	0	46,000	5,671.21	.00	40,328.79	12.3%
3221100 512100	GROUP INSURANCE	215,200	0	215,200	105,901.37	.00	109,298.63	49.2%
3221100 512200	FICA & MEDICARE	82,450	1,090	83,540	38,845.61	.00	44,694.39	46.5%
3221100 512401	RETIREMENT DCP	63,000	0	63,000	28,468.51	.00	34,531.49	45.2%
3221100 512402	RETIREMENT DBP	81,800	0	81,800	42,096.26	.00	39,703.74	51.5%
3221100 512403	RETIREMENT STATE	4,500	0	4,500	2,250.00	.00	2,250.00	50.0%
3221100 512700	WORKERS COMPENSAT	26,880	0	26,880	15,702.19	.00	11,177.81	58.4%
3221100 512900	OTHER EMPLOYEE BE	6,300	0	6,300	3,177.26	.00	3,122.74	50.4%
3221100 512915	CLEANING ALLOWANC	4,000	0	4,000	1,014.25	43.75	2,942.00	26.5%
3221100 512916	CLOTHING ALLOWANC	9,000	0	9,000	3,600.00	.00	5,400.00	40.0%
3221100 522220	EQUIPMENT MAINT &	3,500	0	3,500	403.29	.00	3,096.71	11.5%
3221100 522230	VEHICLE REPAIRS &	7,000	0	7,000	2,144.78	.00	4,855.22	30.6%
3221100 523500	TRAVEL	14,400	0	14,400	4,048.47	.00	10,351.53	28.1%
3221100 523600	DUES & FEES	2,200	0	2,200	735.00	.00	1,465.00	33.4%
3221100 523700	TRAINING & EDUCAT	14,400	0	14,400	6,825.00	.00	7,575.00	47.4%
3221100 523900	PEPI OTHER PURCHAS	25,000	0	25,000	10,300.00	.00	14,700.00	41.2%
3221100 531100	SUPPLIES - GENERA	3,000	0	3,000	2,277.73	.00	722.27	75.9%
3221100 531110	SUPPLIES - OFFICE	4,000	0	4,000	1,075.88	.00	2,924.12	26.9%
3221100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
3221100 531270	GASOLINE	16,000	0	16,000	8,077.29	87.50	7,835.21	51.0%
3221100 531300	MEALS - FOOD	700	0	700	198.91	.00	501.09	28.4%
3221100 531600	SMALL EQUIPMENT <	0	0	0	-97.93	.00	97.93	100.0%
3221100 531700	OTHER SUPPLIES	5,000	-500	4,500	986.38	.00	21.9%	100.0%
3221100 542400	COMPUTERS & COMPU	28,000	0	28,000	27,999.94	.00	3,513.62	100.0%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,697,530	14,890	1,712,420	820,417.99	131.25	891,870.76	47.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322300 PD PATROL								
322300 511100	WAGES - REGULAR	3,928,000	-37,320	3,890,680	1,929,837.24	-00	1,960,842.76	49.6%
322300 511300	WAGES - OVERTIME	110,000	-5,130	104,870	18,313.89	-00	86,556.11	17.5%
322300 512100	GROUP INSURANCE	662,500	-18,990	643,510	346,975.04	-00	296,534.96	53.9%
322300 512200	FICA & MEDICARE	308,900	-3,245	305,655	148,104.75	-00	157,550.25	48.5%
322300 512401	RETIREMENT DCP	330,000	-9,405	320,595	164,146.70	-00	156,448.30	51.2%
322300 512402	RETIREMENT DBP	135,000	0	135,000	41,834.57	-00	93,165.43	31.0%
322300 512403	RETIREMENT STATE	21,500	0	21,500	9,875.00	-00	11,625.00	45.9%
322300 512700	WORKERS COMPENSAT	117,300	-300	117,000	68,522.44	-00	48,477.56	58.6%
322300 512900	OTHER EMPLOYEE BE	23,800	-540	23,260	12,710.53	-00	10,549.47	54.6%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	2,635.85	550.00	6,814.15	31.9%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	5,629.04	-00	5,870.96	48.9%
322300 522230	VEHICLE REPAIRS &	38,000	-2,000	36,000	25,687.41	444.37	9,868.22	72.6%
322300 522230	SHOP VEHICLE EXP -	118,000	0	118,000	48,461.35	-00	69,538.65	41.1%
322300 523500	TRAVEL	59,000	-750	58,250	42,130.82	960.00	15,159.18	74.0%
322300 523600	DUES & FEES	3,800	0	3,800	62.00	-00	3,738.00	1.6%
322300 523700	TRAINING & EDUCAT	50,000	-1,500	48,500	8,992.78	-00	39,507.22	18.5%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	1,306.77	-00	4,193.23	23.8%
322300 531110	SUPPLIES - OFFICE	3,000	-500	2,500	443.75	-00	2,056.25	17.8%
322300 531120	UNIFORMS	60,000	-1,000	59,000	7,560.17	230.55	51,209.28	13.2%
322300 531250	OIL	3,000	0	3,000	1,181.29	-00	1,818.71	39.4%
322300 531270	GASOLINE	157,000	46,000	203,000	80,865.50	237.27	121,897.23	40.0%
322300 531300	MEALS - FOOD	2,000	0	2,000	.00	-00	2,000.00	.0%
322300 531600	SMALL EQUIPMENT <	26,000	10,605	36,605	21,931.25	-00	14,673.75	59.9%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	424.00	24.00	4,552.00	9.0%
TOTAL PD PATROL		6,188,800	-24,075	6,164,725	2,987,632.14	2,446.19	3,174,646.67	48.5%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR: 00010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322400 PD SUPPORT SERVICES								
322400 511100	WAGES - REGULAR	630,500	7,800	638,300	297,208.17	.00	341,091.83	46.6%
322400 511200	WAGES - PART TIME	4,800	0	4,800	.00	.00	4,800.00	.0%
322400 511300	WAGES - OVERTIME	8,500	0	8,500	135.86	.00	8,364.14	1.6%
322400 512100	GROUP INSURANCE	152,700	0	152,700	70,438.57	.00	82,261.43	46.1%
322400 512200	FICA & MEDICARE	49,000	1,660	50,660	22,208.24	.00	28,451.76	43.8%
322400 512401	RETIREMENT DCP	48,000	0	48,000	9,109.22	.00	38,890.78	19.0%
322400 512402	RETIREMENT DBP	42,700	0	42,700	33,520.13	.00	9,179.87	78.5%
322400 512403	RETIREMENT STATE	1,200	0	1,200	650.00	.00	550.00	54.2%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	12,734.75	.00	9,105.25	58.3%
322400 512900	OTHER EMPLOYEE BE	3,900	0	3,900	1,932.30	.00	1,967.70	49.5%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	85.35	11.00	2,303.65	4.0%
322400 512916	CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
322400 521300	TECHNICAL CONTRAC	8,500	0	8,500	2,734.00	255.00	5,511.00	35.2%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	2,964.00	.00	10,536.00	22.0%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	12,008.15	2,110.00	25,881.85	35.3%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	744.48	.00	2,255.52	24.8%
322400 523500	TRAVEL	21,000	0	21,000	2,142.00	.00	18,858.00	10.2%
322400 523600	DUES & FEES	2,700	0	2,700	750.00	.00	1,950.00	27.8%
322400 523620	CREDIT CARD & BAN	0	0	0	117.04	.00	-117.04	100.0%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	6,365.55	.00	14,634.45	30.3%
322400 531100	SUPPLIES - GENERA	3,000	0	3,000	2,079.15	.00	920.85	69.3%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	1,215.32	.00	1,984.68	38.0%
322400 531120	UNIFORMS	4,000	0	4,000	144.00	.00	3,856.00	3.6%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	3,814.20	.00	24,185.80	13.6%
322400 531200	UTILITIES	50,000	0	50,000	27,920.99	.00	22,079.01	55.8%
322400 531250	OIL	300	0	300	.00	.00	300.00	.0%
322400 531270	GASOLINE	7,000	0	7,000	3,160.14	.00	3,839.86	45.1%
322400 531300	MEALS - FOOD	500	0	500	156.18	.00	343.82	31.2%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	1,472.32	.00	12,527.68	10.5%
322400 542400	COMPUTERS & COMPU	2,000	0	2,000	599.18	.00	1,400.82	30.0%
TOTAL PD SUPPORT SERVICES		1,190,340	9,460	1,199,800	516,709.29	2,376.00	680,714.71	43.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322600 CUSTODY OF PRISONERS								
322600 523900 OTHER PURCHASED S		105,000	0	105,000	28,131.62	94.00	76,774.38	26.9%
TOTAL CUSTODY OF PRISONERS		105,000	0	105,000	28,131.62	94.00	76,774.38	26.9%
TOTAL GENERAL FUND - OPERATING		10,230,505	14,610	10,245,115	4,985,622.86	5,345.23	5,254,146.91	48.7%
TOTAL EXPENSES		10,230,505	14,610	10,245,115	4,985,622.86	5,345.23	5,254,146.91	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,230,505	14,610	10,245,115	4,985,622.86	5,345.23	5,254,146.91	48.7%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2022 '99

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
210001 REVENUES								
210001	351320 STATE CASH CONFISC	-43,000	0	-43,000	-24,250.00	.00	-18,750.00	56.4%
210001	361400 STATE INTEREST INC	-250	0	-250	-102.85	.00	-147.15	41.1%
210001	361400 TREAS INTEREST TRE	-50	0	-50	-21.66	.00	-28.34	43.3%
210001	392100 STATE SALE OF ASSE	-5,000	0	-5,000	-2,325.00	.00	-2,675.00	46.5%
TOTAL REVENUES		-48,300	0	-48,300	-26,699.51	.00	-21,600.49	55.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
210415 EXPENDITURES							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	288.62	.00	4,211.38	6.4%
210415 523200 STATE COMMUNICATIO	17,000	0	17,000	1,672.88	1,103.17	14,223.95	16.3%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700 STATE TRAINING & E	5,000	0	5,000	4,595.00	.00	405.00	91.9%
210415 531600 JUSTI SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531600 STATE SMALL EQUIPM	21,650	0	21,650	.00	.00	21,650.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 JUSTI OTHER SUPPLI	500	0	500	.00	.00	500.00	.0%
210415 531700 TREAS OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
TOTAL EXPENDITURES	50,300	0	50,300	6,556.50	1,103.17	42,640.33	15.2%
TOTAL CONFISCATED ASSETS	2,000	0	2,000	-20,143.01	1,103.17	21,039.84	-952.0%
TOTAL REVENUES	-48,300	0	-48,300	-26,699.51	.00	-21,600.49	
TOTAL EXPENSES	50,300	0	50,300	6,556.50	1,103.17	42,640.33	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 '99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	2,000	0	2,000	-20,143.01	1,103.17	21,039.84	-952.0%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

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

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99									
ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL	
370002 OTHER FINANCING SOURCES									
370002 391000 GF TRANSFERS IN		-384,600	-3,008,000	-3,392,600	-3,392,600.00	.00	.00	100.0%	
370002 392100 SALE OF ASSETS (G		0	-35,000	-35,000	.00	.00	-35,000.00	.0%	
TOTAL OTHER FINANCING SOURCES		-384,600	-3,043,000	-3,427,600	-3,392,600.00	.00	-35,000.00	99.0%	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 99

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
370005 EXPENDITURES							
370005 522210 132 FACILITY REPAIR	0	0	0	164,824.19	.00	-164,824.19	100.0%
370005 522210 350 FACILITY REPAIR	0	264,000	264,000	.00	.00	264,000.00	.0%
370005 522210 610 FACILITY REPAIR	0	78,000	78,000	.00	.00	78,000.00	.0%
370005 522240 610 SITE REPAIRS &	0	198,000	198,000	.00	.00	198,000.00	.0%
370005 523920 133 COMPUTER SOFTW	0	0	0	.00	23,308.61	-23,308.61	100.0%
370005 531600 153 SMALL EQUIPMEN	0	90,000	90,000	.00	.00	90,000.00	.0%
370005 531600 610 SMALL EQUIPMEN	0	0	0	1,368.00	.00	-1,368.00	100.0%
370005 541100 610 SITES	0	0	0	92,200.00	.00	-92,200.00	100.0%
370005 541200 610 SITE IMPROVEME	0	0	0	.00	.00	0.00	.0%
370005 541300 610 BUILDINGS & BU	0	1,616,000	1,616,000	.00	.00	1,616,000.00	.0%
370005 541400 INFRASTRUCTURE	396,600	265,000	265,000	.00	.00	265,000.00	.0%
370005 541400 132 INFRASTRUCTURE	0	0	396,600	.00	.00	396,600.00	.0%
370005 542100 420 MACHINERY	0	250,000	250,000	.00	.00	250,000.00	.0%
370005 542200 132 VEHICLES	0	1,166,000	1,166,000	.00	.00	1,166,000.00	.0%
370005 542200 320 VEHICLES	0	63,625	63,625	.00	.00	63,625.00	.0%
370005 542200 610 VEHICLES	0	298,300	298,300	.00	.00	298,300.00	.0%
370005 542400 132 COMPUTERS & CO	0	45,000	45,000	.00	.00	45,000.00	.0%
370005 542400 153 COMPUTERS & CO	0	0	0	.00	5,020.00	-5,020.00	100.0%
370005 542400 610 COMPUTERS & CO	0	220,000	220,000	.00	.00	220,000.00	.0%
370005 542500 154 OTHER EQUIPMEN	0	0	0	2,434.79	2,631.49	-5,066.28	100.0%
370005 542500 350 OTHER EQUIPMEN	0	100,000	100,000	.00	.00	100,000.00	.0%
370005 542500 420 OTHER EQUIPMEN	0	255,400	255,400	.00	.00	255,400.00	.0%
TOTAL EXPENDITURES	396,600	4,909,325	5,305,925	260,826.98	218,180.10	4,826,917.92	9.0%
TOTAL CAPITAL ACQUISITION FUND	10,000	1,803,825	1,813,825	-3,133,527.60	218,180.10	4,729,172.50	-160.7%
TOTAL REVENUES	-386,600	-3,105,500	-3,492,100	-3,394,354.58	.00	-97,745.42	
TOTAL EXPENSES	396,600	4,909,325	5,305,925	260,826.98	218,180.10	4,826,917.92	

YEAR-TO-DATE BUDGET REPORT



FOR 2022 '99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	10,000	1,803,825	1,813,825	-3,133,527.60	218,180.10	4,729,172.50	-160.7%

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

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

[illegible]

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

[illegible]

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: July 26, 2022
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.12		<u>Firearms</u>
	1	Updated Revision and Re-evaluation dates
	1	Section III (A) – Rewording
		(C) – Rewording
	2	(D) – Rewording, new language in item 3, item 7 (c), and 7 (e)
	3	(E) – Updated numbering and lettering
	3-5	(F) – Rewording, new items 2 and 4, updated numbering
	5-7	(G) – Rewording, new item 10 (d), updated lettering
	7	Section IV – Rewording
	8	Section V – Rewording
	8-9	Section VI – Rewording, new items C (2) and (3)
	11	Appendix A – New labels
2.27		<u>Employee In and Out-Processing</u>
	1	Updated Revision and Re-evaluation dates
4.9		<u>Arrests / Arrest Warrants</u>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
	2	Section IV – Rewording, updated lettering
	3	Section VI – Rewording
	4	Section VII – Rewording
		Section VIII – Rewording
	5	Section IX – Rewording, new items 4 and 5
	6	(D) Replaced language to reflect change in law
	9	Section XIII – Rewording
	10	(B) – New item 4
6.9		<u>Active Threats</u>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
	3-5	Section IV – Rewording
	6	Section V – Rewording
	7	Section VI – Rewording
		Section VII – Rewording
		Section VIII – Rewording

7.3		<u>Whitfield County Child Abuse Protocol</u>
	1	Updated Revision and Re-evaluation dates
7.6		<u>Sexual Assault Investigations</u>
	1	Updated Revision and Re-evaluation dates
		Rewording title of policy
		Section I – Rewording
		Section II – Rewording
	4	(B) – Removed item 7, updated numbering
	4-5	(C) – Added new wording to reflect law change, updated numbering and lettering
	6-7	(F) – New item to reflect law change
7.19		<u>Municipal Court and Municipal Meeting Security</u>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
		Section II – Rewording
	2	Section III – Rewording, new item B, 2, (h)
	4	Section IV – Rewording
		Section V – Rewording
		Section VI – Rewording
	5	Section VII – Rewording, new item (C)

DALTON POLICE DEPARTMENT

		Effective Date	Number GO88-2.12
Subject Firearms			
Reference CALEA Standards – 1.2.2, 4.3.1, 4.3.2, 4.3.4, 4.3.5		Revised July 28, 2020 26, 2022	
Distribution All Personnel	Re-evaluation Date July 2022 2024		No. Pages 10

I. Policy

It is the policy of the Dalton Police Department that Officers be equipped with approved firearms and ammunition and only carry firearms and ammunition authorized by the Department. Before issuance of such equipment, Officers shall be properly instructed and certified, as appropriate, and complete the Basic Law Enforcement Training Course (BLETC).

II. Definitions

- A. *Department firearms instructor* – A Georgia P.O.S.T. certified instructor that has attended and successfully completed a certified firearms instructor course, such as those offered by the National Rifle Association. Department firearms instructors are authorized to review, inspect, and approve firearms to be carried on duty and off duty, as well as conduct annual and remedial firearms training.
- B. *On-duty* – An Officer is on-duty while working his / her regular tour of duty, while working overtime, or when going to and from work, he / she performs any type of law enforcement function for the City of Dalton. Additionally, while off duty, if an Officer observes an illegal act in the City and responds to it, he / she is considered to be on-duty.

III. Authorized Firearms and Ammunition

- A. Prior to an Officer carrying a firearm, it shall be reviewed, inspected, and approved by a Department firearms instructor. The Officer shall also be issued a copy (**paper or electronic**) of, and instructed on, the policies that pertain to that firearm. This shall be documented and forwarded to the Training Coordinator.
- B. Officers shall demonstrate proficiency in the use of a firearm prior to being approved to carry it.
- C. The ~~Department's Training Coordinator~~ **Support Services Division** shall maintain a list of the types and specifications of ammunition approved for use in all Department-approved firearms. The Chief of Police or his / her designee shall approve the list annually.

RESTRICTED LAW ENFORCEMENT DATA

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

D. Handguns

1. The Department-issued handgun is a 9mm caliber double-action semi-automatic and shall be loaded with Department-issued ammunition.
2. Issued handguns shall be registered with the Department by make, model, and serial number.
3. Officers shall demonstrate safe and proficient use of their handgun during regular firearms qualification sessions. This training shall be conducted by a Department firearms instructor and documented in the Officers' training files. Officers ~~must~~ shall also demonstrate the ability to disassemble and reassemble the handgun, ~~and~~ perform standard cleaning procedures, and show how to clear the handgun in the event of a malfunction, all to the satisfaction of a Department firearms instructor
4. The handgun shall be inspected and certified as safe by a Department firearms instructor, either by observing the Officer fire the handgun or by firing it ~~themselves~~ himself / herself.
5. Officers shall ~~qualify with the same handgun caliber and weight range of ammunition issued for duty~~ use ammunition provided by the Department for qualifications.
6. Handguns shall be carried in Department-approved holsters, which ~~will~~ are designed to properly retain and secure the handgun.
7. Safety precautions for handguns:
 - a. Officers shall keep their handguns loaded and holstered while on duty, ~~unless engaging a threat or otherwise specified by policy~~. Dry firing, cleaning, or casual comparison with other Officers' handguns while on duty is prohibited.
 - b. Officers may transfer their handgun from one holster to another at the beginning or ending of their tour of duty, as long as it is done safely.
 - c. ~~Officers are permitted to un-holster their handgun and place it in the lock boxes prior to entry into the booking area of the Whitfield County Jail or in any situation in which there could be a threat to the Officer's life; e.g., interview room.~~ Officers shall secure their handgun in a mounted storage device (designed for firearms security) inside the vehicle or in the provided lock boxes prior to entry into the booking area of the WCSO Jail or at any other law enforcement, criminal justice, or judicial facility that requires the removal of firearms by Officers prior to entry.

RESTRICTED LAW ENFORCEMENT DATA

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- d. Officers should never hand a loaded handgun to another Officer, unless in a life and death situation.
- e. Officers shall keep their handguns clean and in a constant state of readiness. Each Officer is responsible for field stripping and cleaning his / her handgun every thirty (30) days and immediately after use during firearms training and qualification. Supervisors shall make periodic checks to ensure handguns carried by their personnel are being properly maintained.

E. Secondary or Backup Handgun

- 1. A secondary or backup handgun is authorized to be carried on-duty as long as it meets the following criteria:
 - a.1. .38 special or .357 magnum double-action revolver
 - b.2. .380 ACP, 9mm, or .40 caliber double action semi-automatic
 - c.3. Personally-owned or Department-issued
 - d.4. Shall be loaded with Department-approved or Department-issued ammunition
 - e.5. Shall be carried concealed
 - f.6. Shall be registered with the Department by make, model, and serial number
- 2.7. Officers shall demonstrate safe and proficient use of their backup handgun during regular firearms qualification. This training shall be conducted by a Department firearms instructor and documented in the Officers' training files.
- 3.8. Backup handguns shall be inspected and certified by a Department firearms instructor, either by observing the Officer fire the weapon or by personally firing it themselves-himself / herself.

F. On-duty Shotgun

- 1. ~~Authorized Types, Ammunition, and Training (see Appendix A)~~ A shotgun is authorized to be carried on-duty as long as it meets the following criteria:
 - a. Shotguns shall be 12-gauge pump or semi-automatic, either personally-owned or Department-issued. Personally-owned shotguns shall meet the specifications outlined in Appendix A to be considered an "on-duty shotgun."
 - b. Shall be loaded with Department-issued ammunition

RESTRICTED LAW ENFORCEMENT DATA

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- c. Shall be registered with the Department by make, model, and serial number
- 2. All Officers that wish to carry a shotgun on-duty shall first successfully complete an approved shotgun training course.
- 3.d. Officers shall demonstrate safe and proficient use of the shotgun during regular firearms qualification. This training shall be conducted by a Department firearms instructor and documented in the Officers' training files.
- 4. Officers approved to carry a shotgun shall also demonstrate the ability to disassemble and reassemble the shotgun, perform standard cleaning procedures, and show how to clear the shotgun in the event of a malfunction, all to the satisfaction of a Department firearms instructor.
- 5.e. Shotguns shall be inspected and certified by a Department firearms instructor, either by observing the Officer fire the shotgun or by personally firing it ~~themselves~~ himself / herself.
- 6.f. For all shotguns purchased by the Department, the Department shall maintain all applicable paperwork, as outlined by the National Firearms Act. For all shotguns purchased by the Officer, the Officer shall be responsible for the maintenance of all applicable paperwork, as outlined by the National Firearms Act.
- 7.2. Procedures and Safety Precautions
 - a. The muzzle of the shotgun shall always be pointed in a safe direction ~~when not engaging a threat~~.
 - b. ~~All~~ Administrative loading and unloading ~~of the shotgun~~ shall be accomplished outside ~~the~~ of buildings and ~~outside the~~ vehicles, ~~except when absolutely necessary. before positioning the shotgun in the vehicle.~~
 - c. ~~When carried on-duty~~, the shotgun ~~may~~ shall be ~~carried~~ secured in the vehicle in a ~~vertical~~ mounted shotgun rack ~~a rack underneath the front seat, a carrying case in the trunk of the vehicle,~~ or other Department-approved ~~shotgun rack~~ storage device ~~while the Officer is on duty~~. The shotgun shall ~~not be left in an exposed area~~ be removed from the vehicle when the Officer is off duty ~~The shotgun shall be removed from the rack and placed in the trunk or~~ and stored in a safe manner inside the ~~Department~~ Police Services Center or ~~the~~ Officer's residence.
 - d. Shotguns shall not have a shell in the chamber while ~~in a rack or in the trunk of~~ being carried in the vehicle.

RESTRICTED LAW ENFORCEMENT DATA

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- e. The safety shall be ~~"on"~~ engaged while ~~in a rack or in the trunk of being carried in~~ the vehicle.
- f. The shotgun shall be unloaded with the bolt open and the safety engaged prior to entry into ~~a police facility with the bolt open and the safety on.~~ the Police Services Center.
- g. Officers shall keep their shotguns clean and in a constant state of readiness. Each Officer is responsible for field stripping and cleaning his / her shotgun every thirty (30) days and immediately after use during firearms training and qualification. ~~It is the Officer's responsibility to see that the shotgun is kept clean and in good working order.~~ Supervisors shall make periodic checks to ensure shotguns carried by their personnel are ~~clean and in good working order~~ being properly maintained.

G. Department-Authorized Rifles

- 1. The on-duty approved rifle is an AR-15 style rifle chambered for the 5.56 NATO cartridge, ~~either personally-owned or Department-issued~~. The rifle barrel shall reliably stabilize Department-issued ammunition.
- 2. Officers approved by the Chief of Police or his / her designee may be armed with rifles (Appendix A) and such other weaponry as may be approved by the Chief of Police.
- 3. All Officers approved by the Chief of Police or his / her designee to carry a rifle shall first attend an approved rifle training course. All rifles shall be registered with the Department by make, model, and serial number.
- 4. Officers approved to carry a rifle shall also demonstrate the ability to disassemble and reassemble the rifle, perform standard cleaning procedures, and show how to clear the rifle in the event of a malfunction, all to the satisfaction of a Department firearms instructor.
- 5. The rifle shall be inspected and certified as safe by a Department firearms instructor, either by observing the Officer fire the rifle or by firing it ~~themselves~~ himself / herself.
- 6. Any modifications or additions made to a rifle shall be approved by a Department firearms instructor.
- 7. The rifle shall be loaded with Department-issued ammunition.
- 8. Each Officer approved to carry a rifle shall qualify annually and show proficiency with his / her approved rifle and ammunition on a course prescribed by a Department firearms instructor. This training shall be conducted by a Department firearms instructor and documented in the Officer's training file.

RESTRICTED LAW ENFORCEMENT DATA

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9. For all rifles purchased by the Department, the Department shall maintain all applicable paperwork, as outlined by the National Firearms Act. For all rifles purchased by the Officer, the Officer shall be responsible for the maintenance of all applicable paperwork, as outlined by the National Firearms Act.
10. Procedures and Safety Precautions
 - a. Rifles are issued to Officers ~~that have been~~ approved to carry them. Officers desiring to carry a personally-owned rifle shall ~~receive~~ ~~request~~ approval from the Chief of Police or his / her designee. Personally-owned rifles shall meet the specifications of an authorized rifle, as outlined in Appendix A, to be considered as an on-duty rifle.
 - b. ~~When carried on-duty~~, the rifle ~~may~~ ~~shall~~ be ~~carried~~ ~~secured~~ in the vehicle in a ~~locked gun rack in the driver's compartment~~ ~~mounted rifle rack~~ or other Department-approved storage device ~~a gun case designed for the rifle in the trunk of the vehicle while the Officer is on duty~~. The rifle shall ~~not be left in an exposed area~~ ~~be removed from the vehicle~~ when the Officer is off duty ~~The rifle shall be removed from the rack and placed in the trunk or~~ and stored in a safe manner inside the ~~Department~~ ~~Police Services Center~~ or the Officer's residence.
 - c. The rifle shall not have a shell in the chamber while ~~in a rack or the trunk of~~ ~~being carried in~~ the vehicle. A loaded magazine may be inserted in the rifle.
 - d. The safety shall be engaged while the rifle is being carried in the vehicle.
 - ~~e.d.~~ The rifle shall be unloaded ~~with the bolt open and the safety engaged~~ prior to entry into ~~a law enforcement facility~~ the Police Services Center ~~with the bolt open and the safety on~~.
 - ~~f.e.~~ Officers shall keep their rifles clean and in a constant state of readiness. Each Officer is responsible for field stripping and cleaning his / her rifle every thirty (30) days and immediately after use during firearms training and qualification. ~~It is the Officer's responsibility to see that the rifle is kept clean and in good working order~~. Supervisors shall make periodic checks to ensure rifles ~~are clean and in good working order~~ ~~carried by their personnel~~ are being properly maintained.
 - ~~g.f.~~ ~~All~~ Administrative loading and unloading shall be accomplished outside ~~the~~ of buildings and ~~outside the~~ vehicles, ~~except when absolutely necessary~~. ~~before positioning the rifle in the vehicle~~.

H. Off-Duty Firearms

RESTRICTED LAW ENFORCEMENT DATA

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1. Officers may, but are not mandated to, carry a handgun while off duty. An Officer who elects not to carry a handgun while off duty shall not be subjected to disciplinary action if an occasion should arise where he / she could have taken action if he / she were armed. (Exception: Off-duty Officers, while operating a Department vehicle, shall be armed with an approved handgun.) Off-duty handguns shall be carried concealed.
2. Officers shall not have a firearm and ammunition on their person when under the influence of alcohol or upon entering a jurisdiction other than the City of Dalton, unless permitted to do so by state or federal statute.

I. **Additional Safety Considerations**

1. Officers are prohibited from the loaning of a Department firearm or ammunition to another person.
2. Officers, to whom Department firearms are issued, are responsible for the safety and security of the firearms while in the Officers' possession.
3. Officers shall secure all Department-authorized firearms out of the reach of children and others not familiar with the use and danger of firearms to prevent possible injury to family members and others.
4. Officers should be aware that a great burden of responsibility and liability accompanies the issuance of a Department firearm and ammunition.

IV. **Firearms Training**

- A. All Officers shall be certified, at least annually, with all approved lethal weapons that the employee is authorized to use.
- B. All firearms training shall be conducted by a Department firearms instructor.
- C. All newly-hired sworn personnel shall be certified with their departmentally-approved firearms prior to reporting for their first day of duty.
- D. Firearms certification shall be an approved firearms course and any other course(s) the Chief of Police deems necessary.
- E. In the event of an accidental firearms discharge or the use of deadly force by a firearm, other than to destroy an animal that represents a danger to public safety, as outlined in policy GO88-5.1, the Officer shall undergo an ~~immediate~~ recertification prior to returning to full duty. Supervisors shall be notified of an accidental firearms discharge immediately, and a report of the incident shall be made within twenty-four (24) hours.

V. **Firearms Range**

RESTRICTED LAW ENFORCEMENT DATA

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- A. The Department utilizes the Whitfield County Sheriff's Office's (WCSO's) training facility for annual firearms qualifications and other firearms training.
- B. The Training Coordinator shall maintain a documented list of range safety rules, which conform to WCSO's range safety rules. These rules shall be ~~provided to~~ ~~and~~ reviewed with all range students prior to every Department firearms training event held at the range.
- C. Department firearms instructors shall be designated as Range Supervisors for all Department firearms training events held at the range. Range Supervisors shall be easily identified as such while firearms training is being conducted.
- D. The type of weapons, ammunition, targets, and equipment to be used on the range shall be determined by Range Supervisors, in compliance with this policy and WCSO's range safety rules.
- E. All personnel participating in firearms training shall wear personal safety equipment, including eye protection, ear protection, and a hat / cap with a bill. All students and firearms instructors shall wear protective body armor while actively engaged in firearms training.
- F. Department firearms instructors shall be trained in emergency medical response and shall have access to a first-aid / trauma kit during all Department training events held at the range. Range supervisors shall have access to a radio or cell phone at all times during firearms training in order to summon EMS personnel, if needed.
- G. While firearms training is being conducted, all ~~issued~~ duty ammunition shall be stored in the student's vehicle. All firearms brought to the range for training, but not actively being used on the range, shall be unloaded and stored in the student's vehicle, in the classroom, or at a designated area on the range.

VI. **Firearms Qualification**

- A. All sworn personnel are required to complete firearms training annually and qualify annually with ~~each of~~ their ~~issued and authorized-to-carry~~ duty weapons, in accordance with Departmental standards.
- B. During the annual qualification, the Officer shall be given no more than four (4) attempts to achieve one (1) qualification score of 80% or greater.
- C. If, after four (4) attempts, an Officer fails to achieve a qualifying score, the Department firearms instructor shall notify the Officer's Supervisor and the Training Coordinator.
 - 1. Officers who fail to meet the minimum qualifications ~~with their issued handgun~~ shall turn over ~~their issued duty weapon~~ the firearm and ammunition and not return to normal duty or extra duty until they successfully qualify with their ~~ir~~ duty weapon.

RESTRICTED LAW ENFORCEMENT DATA

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2. Officers who fail to meet the minimum qualifications with their issued shotgun, rifle, or other firearm shall turn over the firearm(s) and ammunition but may return to normal duty or extra duty. The weapon will not be able to be carried on-duty until qualification has been achieved.
 3. Officers who fail to meet the minimum qualifications with their personally-owned shotgun, rifle, or other firearm shall turn over any Department-issued ammunition for the weapon but may return to normal duty or extra duty. The weapon will not be able to be carried on-duty until qualification has been achieved.
- D. After failing to qualify **with any firearm**, the Officer shall contact the Training Coordinator in writing to arrange for remedial training with a Department firearms instructor. The Department firearms instructor conducting the remedial training shall document all aspects of the remedial training and submit a written report to the Training Coordinator.
- E. Any Officer who fails an annual firearms qualification **with a Department-issued firearm** shall be retested within fourteen (14) days of the initial attempt. The Officer shall be given no more than four (4) attempts to achieve one (1) qualification score of 80% or greater.
- F. If the Officer fails to achieve a qualifying score on the second attempt, the Department firearms instructor conducting the retest shall notify the Training Coordinator and the Support Services Division Commander.
- G. The Support Services Division Commander shall compile the information from the qualification sessions and remedial training and submit a written report, in accordance with policy GO88-2.10, Complaint Review Policy, to the Chief of Police for administrative action.

VII. **Unsafe Firearms**

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

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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Appendix A

Dalton Police Department Specifications for Authorized Firearms

Firearm Type:	Handgun
Make:	Glock
Model:	45
Caliber:	9mm Luger
Action Type:	Semi-automatic double action
Weight:	24.48 ounces, with empty magazine
Barrel length:	4.02 inches
Magazine capacity:	17 rounds
Firearm Type:	Rifle
Make:	Department Approved
Model:	AR-15 Style
Caliber:	5.56mm (.223 Remington)
Action Type:	Semi-automatic
Barrel length:	10-20 inches
Magazine capacity:	20 or 30 rounds
Firearm Type:	Shotgun
Make:	Department Approved
Model:	Department Approved
Caliber:	12 gauge
Action Type:	Pump action or semi-automatic
Barrel length:	14-22 inches
Magazine capacity:	3-10 rounds

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> July 25, 2006	<i>Number</i> GO06-2.27
<i>Subject</i> Employee In and Out-Processing			
<i>Reference</i> CALEA Standard – 17.5.2		<i>Revised</i> July 28, 2020 26, 2022	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> July 2022 2024	<i>No. Pages</i> 17	

I. Policy

It is the policy of the Dalton Police Department to provide a system to guide new employees during in-processing and to guide separating employees during out-processing from the Department.

II. Procedures

A. New Employee In-Processing

1. All newly hired personnel shall attend and complete all steps and / or phases of the Employee Orientation as it applies to their respective status.
2. The In-Processing Checklist (see Appendix B) shall be used to track initial processing of all personnel.
3. The Property and Evidence Technician(s) (PET(s)) shall be responsible for maintaining all documents generated from this directive.
4. As each item of the checklist is completed, the date shall be entered in the appropriate space along with the initials of the new employee and the orientation agent.

B. Equipment and Property Issuance and Returns

1. At a minimum, all sworn employees shall be issued the following Department-approved equipment / uniform items:
 - a. Protective body armor
 - b. Handgun / handgun holster
 - c. Handgun magazines / magazine holder
 - d. Flashlight / Flashlight holder

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- e. Taser / Taser holster
 - f. Inner and outer duty belts
 - g. Handcuffs / handcuff case
 - h. Asp baton / baton holder
 - i. Portable radio / radio holder
 - j. Uniform pants
 - k. Uniform shirts, both short and long sleeves
 - l. Uniform footwear
 - m. Uniform hat / cap
 - n. Rain Jacket
 - o. Reflective Vest
- 2. As each employee is issued various equipment, each item shall be listed on the Property Issue / Return Form (Appendix A).
 - 3. All property issued and returned shall be recorded by the PET(s).
 - 4. All copies of receipts, invoices, and purchase orders documenting the purchase of equipment issued to an employee shall be maintained in the employee's issued equipment file by the PET(s).

C. Maintenance of Stored Department Property

Accountability for Department-owned property shall be the direct responsibility of the division, unit, section, or employee the property is assigned. All stored property shall be maintained in a state of operational readiness. Division Commanders or their designees shall conduct a documented annual inspection of the stored property within their division. The inspection report shall be forwarded to the Chief of Police.

D. Employee Out-Processing

- 1. Every employee who separates service from the Department shall follow the procedures set forth in this section. A date shall be set for each separating employee to complete necessary out-processing, equipment turn-in, and associated paperwork.
- 2. Every employee who intends to separate service from the Department shall refer to the Employee Out-Processing Checklist (see Appendix C). Each item on the list shall be completed prior to or during the employee's out-processing.

RESTRICTED LAW ENFORCEMENT DATA

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3. The Division Commander or his / her designee shall be responsible for initiating and maintaining the Out-Processing Checklist for personnel under their command.
4. Every separating employee shall return all Department-issued equipment to the PET(s), who shall reconcile the equipment with the employee's records.
5. Every employee separating from service shall complete an Exit Interview Questionnaire (see Appendix D) prior to an exit interview with the Chief of Police or his / her designee.
6. Upon completion of out-processing, the Out-Processing Checklist and Issued Equipment file shall be forwarded to the Chief of Police's Administrative Assistant. The checklist and exit interview materials shall be filed as appropriate with the employee's personnel records.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX A

Dalton Police Department Property Issue / Return Form														
Item	Date Issued		Issued Qty.	Issue Condition	Emp. Initials	P&E Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	P&E Initials
AED														
Alco Sensor														
Asp Baton														
Badge, Police														
Belt, Inner														
Belt Keeper														
Belt, Outer Duty														
Body Camera														
Boots/Shoes														
Boots/Shoes														
Camera-portable														
Canister, Gas Mask														
Card, Identification														
Chemical tools / OC														
Collar Brass														
Command Board														
Computer														
Ear Protection														
Eye Protection														
Fingerprint Kit														
First Aid Kit														
Flashlight														

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RESTRICTED LAW ENFORCEMENT DATA

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Dalton Police Department
Property Issue / Return Form

Item	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	PAC Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	PAC Initials
Flashlight, Gun Mounted													
Flashlight, Traffic Cone													
Gloves, Leather													
Gun Cleaning Kit													
Handcuff Case													
Handcuffs, S&W													
Hat Badge													
Hat, Cloth													
Hat Cover													
Hat, Mesh													
Holder, ASP													
Holder, OC Spray													
Holder, Flashlight													
Holder, Latex Glove													
Holder, Magazine													
Holder, Radio													
Holster, Firearm													
Holster, Taser													
Jacket, Rain													
Jacket, Winter													
Jump box													
Key, Mailbox													

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RESTRICTED LAW ENFORCEMENT DATA

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Dalton Police Department
Property Issue / Return Form

Item	Date Issued	Issued Qty.	Issue Condition	Emp. Initials	P&C Initials	Serial Number	Model Number	Inv Number	Date Returned	Ret. Quantity	Ret. Condition	Emp. Initials	P&C Initials
Laser Unit													
Mask, CPR													
Mask, Gas													
Name Bar													
Pants, 5.11													
Pants, Uniform													
Pry / Breaching Tools													
Radar Unit													
Radio, Portable													
Rifle													
Riot Gear													
Shirt, LS Polo													
Shirt, SS Polo													
Shirt, LS Uniform													
Shirt, SS Uniform													
Shotgun													
Shotgun, Non-Lethal													
Suit, Hazmat													
Tape Recorder													
Taser													
Tie													
Tint Meter													

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RESTRICTED LAW ENFORCEMENT DATA

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Dalton Police Department
Property Issue / Return Form[illegible]

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RESTRICTED LAW ENFORCEMENT DATA

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Instructions for Property Issue / Return Form

Employee Name/Number

Enter the name and employee number of the person receiving/returning property

Item

This space describes the property being issued/returned. Find the item on the page and enter the appropriate information in each column as indicated in these instructions. **If this is a new or additional item, select the first blank line at the bottom of the form and enter all the appropriate information for the new item.**

Date Issued

Enter the date the item is issued.

Issued Qty.

Enter the quantity issued.

Issued Condition

Enter the condition of the property: "N" for new, or "U" for used.

Emp. Initials

The employee receiving property personally enters his/her initials.

P&E Initials

P&E agent personally enters his/her initials.

Serial Number

Enter the manufacturer's serial number. If not available, enter "N-A".

Model Number

Enter the manufacturer's model number. If not available, enter "N-A".

Inventory Number

Enter the City of Dalton assigned inventory number.

Date Returned

Enter the date the item is returned.

Returned Qty.

Enter the quantity returned.

Returned Condition

Enter the condition of the property: "N" for new, or "U" for used.

Emp. Initials

The employee returning property personally enters his/her initials.

P&E Initials

P&E agent personally enters his/her initials.

Adding Additional Items

If this is a new or additional item, select the first blank line at the bottom of the form and enter all the appropriate information for the new item. For example, if an employee returns a pistol, the original item space should be located on the form and all of the "return" information should be completed by the employee and P&E agent. If a new pistol is then issued, the P&E agent will find the first blank line and "issue" the new pistol, entering all the necessary information into the spaces under each column heading.

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX B

Dalton In-Processing Checklist

Employee:			Function	Division Responsible	Required
Date Completed	New Employee Initials	Orientation Agent Initials			
			Initial orientation: personnel documents; tax forms; insurance	SPT / ADM	All
			Police Badge Issued	ADM	Sworn
			Mailbox and locker assignment	PAT	All
			Fitting for all uniforms/apparel	SPT / P&E	Sworn
			Issue of equipment (post-academy and pre-certified)	P&E	Sworn
			Verify data accuracy for POST Application for Certification	SPT	Sworn
			Identification Card issued	SPT	All
			Account passwords: Email, Spillman, PowerDMS	SPT	All
			Firearm; impact weapon; leather gear issued	P&E	Sworn
			Firearms Orientation / FATS	SPT	Sworn
			Academy Pre-orientation	SPT	Sworn
			Final Ordering of uniforms (After EVOC)	SPT / P&E	Sworn
			Discussion of Academy No-Fail policy	SPT	Sworn
			Discussion of Employee Contract Stipulations	SPT	Sworn

SSD IPC 060512 R0620

RESTRICTED LAW ENFORCEMENT DATA

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**Instructions for
In-Processing Checklist**

Date Completed

Enter the date the particular function was completed

New Employee Initials

Initials of the in-processing employee

Orientation Agent Initials

Initials of the employee conducting the orientation

Function

The main objective being completed. **If a function not listed is performed, that function should be entered on the next blank line**

Division responsible

The departmental division responsible for completing the function

Required

Indicates, by status, which new employees must complete each function

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX C

[illegible]

SSD OPC 060511 R0620

RESTRICTED LAW ENFORCEMENT DATA

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Instructions for Out-Processing Checklist

Date Completed

Enter the date the particular function was completed

Exiting Employee Initials

Initials of the out-processing employee

Out-Processing Agent Initials

Initials of the employee conducting the out-processing

Function

The main objective being completed. **If a function not listed is performed, that function should be entered on the next blank line, including completion of all related columns.**

Required

Indicates, by status, which exiting employees must complete each function

RESTRICTED LAW ENFORCEMENT DATA

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APPENDIX D

DALTON POLICE DEPARTMENT EXIT INTERVIEW QUESTIONNAIRE

Instructions

Current policy requires that you complete the attached forms as part of your separation from the department. Among many things, the information you provide will aid the department in evaluating current practices and determining whether future adjustments to policies and procedures should be examined.

Please provide answers in as many areas as applicable, and where space is provided for written responses, provide as much detail as necessary to address the issue. Feel free to add additional page(s).

You should complete these forms **prior to** your exit interview, which will be scheduled for you.

After completing these forms, forward them to your Division Commander unless otherwise instructed.

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Was your decision to leave the Dalton Police Department influenced by any of the following?
Please check all that apply.

Leaving the Area (moving)

Returning to School

Health Reasons

Family Circumstances

Retirement

Found a Better Job

Terminated

Dissatisfied with:

Type of work

Working Conditions

schedule environment

Income

Supervision

Other (please explain)

Other/Comments:

How would you rate your perception of the following areas during your employment with the department?

Excellent

Good

Fair

Poor

Cooperation within the department

Cooperation with other divisions

How well you were oriented to the job

Adequacy of on-going training

Communication within department

Workload

Other/Comments:

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

What is your opinion of the following?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unsure</u>
Your wage/salary					
Opportunity for Advancement					
Transfer Procedure					
Performance Appraisal					
Physical Working Conditions					
Equipment Provided					
Paid Holidays					
Paid Vacations					
Paid Sick Leave					
Life Insurance					
Retirement/Pension					
Medical Benefits					

Other/Comments:

How would you rate your Supervisor/Manager on the following points?

	<u>Excellent</u>	<u>Good</u>	<u>Fair</u>	<u>Poor</u>	<u>Unsure</u>
Demonstrates fair and equal treatment					
Resolves Complaints and Grievances					
Follows and enforces policies and procedures					
Informs employees of matters that directly relate to job					
Encourages feedback and welcomes suggestions					
Acknowledges employee accomplishments					
Willing to admit/correct mistakes					
Gives instructions clearly					
Develops cooperation					

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Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Please respond to the questions below. All questions will be held in confidence.

What was/is your length of employment? _____

What positions/ranks/job titles did/do you hold?

What are your reasons for leaving?

When you made the decision to resign, were there any particular practices or working conditions that you feel were detrimental to a satisfactory working environment? If so, have you any suggestions on how to eliminate them?

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

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DALTON POLICE DEPARTMENT
EXIT INTERVIEW QUESTIONNAIRE

Do you feel that any coworkers and/or supervisors subjected you to any adverse treatment or treated you differently than other employees? If so, please explain.

Additional Comments:

Your Printed Name: _____

Your Signature: _____

Date: _____

SSD EIQ 060515 R1109

Employee: _____

Interviewer: _____

DALTON POLICE DEPARTMENT

		Effective Date August 1, 1998	Number GO91-4.9
Subject Arrests / Arrest Warrants			
Reference OCGA Titles 17 and 35, State of Georgia Constitution CALEA Standards – 1.1.4, 1.2.5, 1.2.6, 1.2.7, 74.1.3, 74.3.1		Revised July 28, 2020 26, 2022	
Distribution All Personnel	Re-evaluation Date July 2022 2024		No. Pages 18

I. Policy

It is the policy of the Dalton Police Department that arrests **shall** be made in accordance to the dictates of the constitutional and statutory requirements of the State of Georgia and the Fourth Amendment of the United States Constitution and to ensure that all warrants issued by the Dalton Municipal Court and by the Whitfield County Magistrate Court, that fall within the jurisdiction of the Dalton Police Department, be accounted for, served and / or returns made, and filed in compliance with the rules and regulations hereinafter stated by this policy, as well as in compliance with Georgia law.

II. Definitions

- A. **Arrest** – An arrest is accomplished whenever the liberty of a person to come and go at will is restrained, no matter how slight such restraint may be, except in investigative detentions. An actual touching of a person with a hand is not essential to constitute a valid arrest.
- B. **Investigative Detention** – A situation in which an Officer is permitted to stop and briefly detain a person for investigative purposes based on a reasonable suspicion, supported by articulable facts, that criminal activity may be afoot.
- C. **Miranda Warning** – A decision reached by the United States Supreme Court, cited *Miranda v. Arizona*, 384 U.S. 436 (1966), in which the court stated that all persons, while in the custody of police officers and being asked questions, must be advised of the “right to remain silent, that any statement made can and will be used against them in a court of law, and that they have the right to the presence of an attorney and that if they can’t afford an attorney, one will be appointed for them prior to any questioning, if they do so desire.”
- D. **Probable Cause Requirement** – Probable cause exists when the “facts and circumstances within the officer’s knowledge are sufficient to warrant a prudent person, or one of reasonable caution, in believing, in the circumstances shown, that the suspect has committed, is committing, or is about to commit an offense.” [*Michigan v. Defillippo*, 443 U.S. 31 (1979)]

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- E. *Sworn Officer* – A certified law enforcement officer who is appointed or employed in conformity with Chapter 8 of Title 35 of the Official Code of Georgia Annotated.

III. **Officer Discretion / Alternatives to Physical Arrest**

- A. An Officer's discretion is an essential function of effective law enforcement. Discretion shall be used in accordance with Department policy.
- B. What is reasonable in terms of appropriate law enforcement action or what constitutes probable cause varies with each situation, and different facts may justify either an investigation, a detention, a search, an arrest, or no action at all. There may be a report written or, in the case of minor offenses, verbal warnings or other referrals given. However, in every case, an Officer must act reasonably within the limits of his / her authority. Whether an individual is arrested or released with a citation, Officers shall not inhibit the individual's right of access to courts, which may be accomplished by assigning a court date.
- C. Whenever possible, an Officer may use alternatives to physical arrest by giving a warning or issuing citations. The decision to make a physical arrest shall be based on:
1. The seriousness of the offense
 2. Department policy
 3. An evaluation of the offender's intent and mental state
 4. The victim's willingness to press charges
 5. Any other influencing circumstances

IV. **Obtaining a Warrant**

- A. When a suspect is not yet in custody, a state warrant may be ~~obtained~~ **sought in person at** ~~from~~ the Whitfield County Magistrate Court ~~from 09:00 to 17:00~~ **during regular business hours** ~~Monday through Friday~~ **or applied for using the electronic warrant system.**
- B. Magistrate judges are available after **regular** business hours on an "on-call" basis and may be requested to issue warrants in cases with extenuating circumstances. **Officers shall obtain and with** a Supervisor's approval **prior to contacting a magistrate judge after regular business hours.**
- ~~C.B.~~ The following guidelines shall be followed when a magistrate judge is not available **and the suspect is in custody:**
1. Complete the Officer's Statement in Support of Warrantless Arrest Form.
 2. Attach a copy of the incident report to the form.
 3. Complete all required fields in the non-custody booking section of the

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Records Management System.

4. All bonds will be handled by the Whitfield County Sheriff's Office (WCSO).

~~5. This procedure is only to be used when the Officer has the violator in custody.~~

~~D.G.~~ All unserved state warrants shall be turned in to the WCSO's **Warrant Division** after all attempts to serve the warrants have been exhausted.

V. **Arrest with a Warrant**

- A. An arrest warrant has the purpose of interposing a probable cause determination by a neutral and detached magistrate or judge between the law enforcement officer and the person to be arrested [Johnson v. U.S., 333 U.S. 10 (1948)]. An arrest warrant must be executed by a sworn law enforcement officer only.
- B. An Officer has the right to execute the warrant by arrest of the defendant not only in a public place, but also at his or her home. [Payton v. New York, 445 U.S. 573 (1980)]
- C. When there is probable cause to arrest a person for a crime and the requirements for an arrest without a warrant are not met, an Officer shall obtain an arrest warrant from a magistrate judge or superior court judge prior to taking the person into custody.
- D. In misdemeanor cases, the Officer shall have the warrant in his or her possession at the time of arrest or so near at hand that it can be exhibited on demand.
- E. In felony cases, it is not necessary for the Officer to have the actual warrant in hand at the time of arrest.

VI. **Municipal Court Bench Warrants / Probation Warrants**

- A. The Records Section is responsible for receiving and maintaining Dalton Municipal Court bench warrants and probation warrants. All warrants are accessible twenty four (24) hours a day.
- B. Quarterly audits shall be conducted of the warrants on file to maintain file integrity by the Support Services Division Commander or his / her designee. This quarterly audit is in addition to GCIC requirements and audit procedures.
- C. Copies of the approved procedures and sign out logs are provided with this directive for reference; see Appendices A, B, C, D, E, and F.
- D. Hit confirmations for bench warrants and probation warrants are sent to the Records Section during regular business hours or to the WCSO during non-regular business hours.
- E. The Watch Commander shall be notified and shall determine if sufficient ~~manpower exists~~ **personnel are available** and if the location is within established

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guidelines to pick up prisoners to serve Municipal Court bench warrants and probation warrants. If the subject is outside of the area or there ~~is~~ ~~are~~ not sufficient ~~manpower~~ ~~personnel~~ ~~available~~, the Supervisor shall advise the ~~locating~~ agency to not place a hold on the subject. If there ~~is~~ ~~are~~ sufficient ~~manpower~~ ~~personnel~~ ~~available~~ and the ~~locating~~ agency is inside of the established guidelines to pick up prisoners, the Supervisor shall advise the agency to place a hold on the subject and ~~make arrangements~~ ~~assign an~~ ~~Officer~~ to transport the prisoner to the WCSO.

VII. **Warrants from other Agencies**

- A. If an agency requests assistance in arresting a person who resides within the corporate limits of the City of Dalton, the Officer ~~must~~ ~~shall~~ first verify the validity of the warrant.
- B. Once the warrant is determined to be valid, uniformed Officers or Investigators may assist the agency.
- C. If the agency requesting assistance is unable to come to the City of Dalton jurisdiction to make the arrest, an administrative message must be received stating the following:
 - 1. Offender's name
 - 2. Race and date of birth
 - 3. Description, including ~~sex~~ ~~gender~~
 - 4. Charges
 - 5. Warrant number(s)
- D. A faxed or emailed copy of the warrant must also be received. This shall be done prior to any attempt by Officers or Investigators to arrest the offender.

VIII. **Service of Dalton Police Department Warrants in other Jurisdictions**

- A. Service of warrants obtained by members of the Department in other jurisdictions ~~must~~ ~~shall~~ be done in accordance with Georgia state law. (O.C.G.A. 17-4-24, 17-4-25)
- B. If an Officer or Investigator requests by administrative message that an arrest be affected in another jurisdiction, the following information shall be included in the request:
 - 1. Offender's name
 - 2. Race and date of birth
 - 3. Description, including gender
 - 4. Charges

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5. Warrant number(s)

IX. **Arrest without a Warrant**

A. Situations Not Requiring a Warrant (O.C.G.A. 17-4-20):

1. ~~If~~ The offense is committed in the Officer's presence ~~of~~ or within the Officer's immediate knowledge; ~~of the Officer~~
2. ~~If~~ The offender is endeavoring to escape;
3. ~~If~~ The Officer has probable cause to believe that an act of family violence, as defined in O.C.G.A. 19-13-1, has been committed;
4. The Officer has probable cause to believe that the offender has violated a criminal family violence order, as defined in O.C.G.A. 16-5-95, as long as the Officer does not have any prior or current familial relationship with the alleged victim or the offender;
5. The Officer has probable cause to believe that an offense involving physical abuse has been committed against a vulnerable adult, who shall be defined as a person 18 years old or older who is unable to protect himself or herself from physical or mental abuse because of a physical or mental impairment; or
- 6.4. ~~If~~ There is likely to be a failure of justice for want of a judicial officer to issue a warrant.

B. In cases where a warrantless arrest is affected, the Officer ~~must~~ **shall** complete the Warrantless Arrest Form and deliver the form, along with supporting documentation, to booking personnel at the WCSO. The only exception in a warrantless arrest situation would be a violator arrested on a city ordinance violation with no other charges included.

C. Arrest by Citation

1. An Officer may arrest a person accused of violating any law or ordinance governing the operation, licensing, registration, maintenance, or inspection of motor vehicles by the issuance of a citation (O.C.G.A. 17-4-23). But, in most cases, the Officer should not arrest operators of motor vehicles for traffic violations in which a citation is authorized, unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.
2. The offense must have been committed in the Officer's presence or information constituting a basis for arrest concerning the operation of a motor vehicle was received by the arresting Officer from a law enforcement officer observing the offense being committed.
3. By exception, where the offense results in a motor vehicle collision, an

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investigating Officer may issue citations regardless of whether the offense occurred in the presence of a law enforcement officer.

4. The arresting Officer shall issue to such person a citation(s), which shall enumerate the specific charges against the person and the date upon which the person is to appear at court and answer the charges.
5. When an arresting Officer makes an arrest concerning the operation of a motor vehicle based on information and observations of another law enforcement officer, the citation shall list the name of each Officer and each must be present when the charges against the accused person are heard.

D. **Arrest Detainment** by a Private **Citizen Person**

- ~~1. A private person may arrest an offender if the offense is committed in his / her presence or within his / her immediate knowledge. If the offense is a felony and the offender is escaping or attempting to escape, a private person may arrest him / her upon reasonable and probable grounds of suspicion. (O.C.G.A. 17-4-60)~~
- ~~2. A private person who makes an arrest pursuant to O.C.G.A. 17-4-60 shall, without any unnecessary delay, take the person arrested before a judicial officer, as provided in O.C.G.A. 17-4-62, or deliver the person and all effects removed from him / her to a peace officer of this state. (O.C.G.A. 17-4-61)~~
- ~~3. A peace officer who, in good faith and within the scope of his / her authority, takes custody of a person arrested by a private person, pursuant to this Code Section, shall not be liable at law for false arrest or false imprisonment arising out of the arrest. (O.C.G.A. 17-4-61)~~
- ~~4. A peace officer who takes custody of a person arrested by a private person shall, without delay, convey the offender before the most convenient judicial officer authorized to receive an affidavit and issue a warrant (O.C.G.A. 17-4-40).~~
- ~~5. In terms of this directive, this process shall be completed via the Warrantless Arrest Form process or by applying directly to a Whitfield County magistrate judge for a warrant.~~
1. Under Georgia law, a private person may not effect the arrest of another person.
2. The owner of a retail establishment, food service establishment, or any business entity may detain or cause to be detained an individual if there are reasonable grounds to believe that the individual committed or attempted to commit certain crimes, as outlined in O.C.G.A. 17-4-80.
3. The detained individual shall either be released by the business within a reasonable time or surrendered to a law enforcement officer having jurisdiction.

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- a. Officers that are summoned to a business where an individual has been detained based on O.C.G.A. 17-4-80 shall conduct a thorough preliminary investigation, as outlined in policy GO88-4.8, Preliminary Investigations.
- b. Officers may effect an arrest on the detained individual only after establishing probable cause that a crime occurred.
- c. Officers shall ensure that all of the suspect's property is collected prior to transporting him / her, and shall ensure that the property is turned over to booking staff at the WCSO upon arrival.
- d. Officers shall photograph and document any injuries suffered by the individual while being detained at the business.
- e. Officers shall document in the incident report the identity information of any witness to the attempt or commission of a crime and any person involved in detaining the individual.

E. Promptness Required

- 1. An Officer's power to arrest without a warrant does not extend to offenses that are long past. Only when the Officer has no time to get a warrant is the warrantless arrest authorized.
- 2. When a person is arrested without a warrant, the Officer is required to appear before a magistrate judge within forty-eight (48) hours to obtain a warrant.

F. Warrantless Entry of Suspect's Dwelling to Effect an Arrest:

- 1. Absent extenuating circumstances, an Officer shall not make a warrantless, non-consensual entry into a suspect's house to arrest, even though probable cause exists to believe the suspect is in fact the perpetrator of a felony [Payton v. New York, 445 U.S. 573 (1980)].
- 2. Factors that shall be considered by the court when determining if extenuating circumstances exist to justify a warrantless entry to effect an arrest include:
 - a. The gravity or violent nature of the offense with which the suspect is being charged
 - b. Whether it is reasonably believed that the suspect is armed
 - c. A clear showing of probable cause to believe that the suspect committed the crime, coupled with other factors
 - d. Strong reason to believe that the suspect is in the premises being entered

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- e. The peaceful circumstances of the entry [U.S. vs. Martinez-Gonzales 686 F.2d 93-100 (2d Cir. 1982)]

X. **Immunity from Arrest**

A. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly or committee meetings thereof, and in going thereto or returning there from, except for treason, felony, or breach of peace.

B. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.
3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business and who are entitled to some degree of diplomatic or consular immunity.
 - a. Diplomatic (blue border for diplomats)
 - b. Official (green border for embassy employees)
 - c. Consular (red boarder for consular personnel)
4. A brief statement of the bearer's criminal immunity is printed on the back of the identification card.
5. To verify entitlement to diplomatic or consular immunity, an Officer can contact U.S. State Department personnel:
 - a. During regular business hours: (202) 485-7703 or (866) 217-2089
 - b. After regular business hours: (202) 647-1512 or (866) 217-2089
6. Individuals entitled to immunity may be detained if they are a serious danger to themselves or others. They shall not be restrained unless an act of violence is committed.
7. Officers shall inform the individual of our responsibility for preserving safety for him / her and others.

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8. Incidents involving persons claiming immunity shall be documented in an incident report and forwarded through the chain of command to the U.S. State Department.

C. **Military Personnel**

Members of the military service shall in all cases, except treason, felony, or breach of peace, have privilege from arrest during their attendance of drills, parades, meetings, encampments, elections of officers, and going to, during, and returning from the performance of active duty as such. Whenever an Officer stops military personnel on active duty, an arrest may be effected if the offense meets the above criteria, and the Officer shall notify the violator's commanding officer or the District Attorney's office (OCGA 17-4-2).

XI. **Interviews and Interrogations**

All interviews and interrogations shall be conducted according to the guidelines set forth in policy GO98-4.4, Conducting Interviews and Interrogations.

XII. **Searches Incident to Arrest**

- A. Incident to an arrest with or without an arrest warrant, a warrantless search of the arrestee's person at the time and place of the arrest shall be made. The area into which the arrestee might reach for a weapon or to destroy evidence may also be searched.
- B. The search must be contemporaneous in time and place with the arrest.
- C. The scope of a warrantless search incident to an arrest is limited to the area within the arrestee's immediate control or reach. The Officer may search the area to:
 1. Protect Officers and / or bystanders from attack
 2. Prevent the arrestee from escape
 3. Discover and seize the fruits of the crime for which the person is being arrested
 4. Discover and seize instruments, articles, or things which are being or may be used in the commission of the crime for which the person is being arrested

XIII. **Arrest Procedures**

- A. **General**
 1. Officers shall advise the person to be arrested that he / she is under arrest and state the offense for which he / she is being arrested, as soon as practical.
 2. When not in uniform, an Officer shall also notify the person being arrested

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that ~~they~~ he / she is ~~are~~ a police officer.

3. A person under arrest ~~must~~ shall be advised of the Miranda Warning prior to any questioning.
4. All arrests, both with and without warrants, shall be made by a sworn Officer.
5. With a warrant, an Officer shall knock and announce his / her presence prior to entering a person's home or rented room for purposes of arresting that person, unless the safety of the Officer or others is in jeopardy.

B. Arrests outside the City Limits of Dalton

1. An Officers ~~are~~ is empowered to make an arrest outside the city limits as the end result of hot pursuit or if the offense is committed in the Officer's presence or within such Officer's immediate knowledge.
2. Officers who have been deputized may exercise the arrest powers of a deputy sheriff, as provided by law.
3. Officers may arrest, with a warrant, outside the city, pursuant to O.C.G.A. 17-4-20 and 17-4-25.
4. An Officer may make an arrest outside the city limits while aiding or assisting another law enforcement officer in the jurisdiction of the law enforcement agency employing such other law enforcement officer.

C. Use of Force to Effect Arrest

1. Officers have the right to use such force as reasonably necessary to accomplish the arrest. [Morton v. State 190 GA 792 (1940)]
2. With a felony warrant, and when admittance is refused and the Officer has probable cause to believe the person to be arrested is within a dwelling, the Officer is authorized to use reasonable force to enter the dwelling to effect an arrest after conferring with and gaining approval from a Supervisor.
3. With a misdemeanor warrant, an Officer shall not break into a dwelling to effect an arrest, except in cases of extreme emergency.

D. Post Arrest

1. After arresting a person and making any search incident to arrest, Officers shall transport the person arrested to the WCSO Jail without delay or diversion by way of the quickest and most direct route, but with a Supervisor's approval, he / she may be transported to the Police Services Center or other locations for investigative purposes.

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2. The booking personnel at WCSO shall take photographs of the arrestee and are responsible for completing and submitting fingerprints of the arrestee, if required by law.

XIV. Consular Notifications

- A. Based on the Vienna Convention on Consular Relations, whenever an Officer arrests or takes into custody a person other than a United States citizen, the arresting Officer shall ask the arrestee if the person desires to have the arresting Officer contact his / her home country's consular official. Any refusal or desire to contact an official shall be documented on the Consular Notification Form.
- B. Several countries require notification, regardless of the wishes of the violator. It is the arresting Officer's responsibility to determine the violator's country's status and to complete a Consular Notification Form. The Officer shall then turn in the form to a Supervisor for dissemination to the appropriate consulate.
- C. Completed Consular Notification Forms shall be forwarded to the Records Section where they are scanned and attached to the corresponding report in the Records Management System.
- D. Officers are provided a Consular Notifications and Access Reference Card which lists notification procedures upon the arrest or detention of a foreign national. The card also lists the mandatory notification countries.

XV. Un-arrest Procedure

In the event an Officer arrests the wrong person or it becomes necessary to release a person from custody, the Officer shall:

- A. Release the person as quickly as possible.
- B. Release the person at a location of the person's choosing.
- C. Document the un-arrest and the circumstances surrounding the arrest and release.
- D. Document the release and the conditions of it.

XVI. Officer Care and Responsibility

- A. The care, custody, control, and safety of a suspect is the sole responsibility of the arresting Officer. This responsibility remains in effect until the suspect is turned over to an appropriate higher authority or booked into the appropriate detention facility or jail.
- B. Arresting Officers are required to protect suspects from other suspects, victims, fellow Officers, and self-inflicted injuries. In some instances, this may not be an easy task and will require assistance from other Officers.
- C. If an Officer becomes aware that a fellow Officer is about to or is committing misconduct toward a suspect, the Officer shall intervene, when reasonably

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possible, to prevent or stop the misconduct (See policy GO88-2.14, Rules of Conduct).

XVII. **Off-Duty Arrests**

Officers shall not make off-duty arrests when:

- A. The Officer is personally involved in the incident underlying the arrest
- B. Engaged in off-duty employment of a non-police nature, and the Officer's actions are only in furtherance of the interests of the private employer
- C. Enforcing a minor traffic regulation, code, or administrative matter (See policy GO03-4.21, Off-Duty Powers of Arrest)
- D. The Officer has custody of minor children and is responsible for their safety and protection

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

WARRANT PROCEDURES: (City Probation)

Submitting Warrants

1. An employee of the Probation agency brings the warrants being submitted for service and a properly completed transmittal log to the Records Section of the Dalton Police Department.
2. The Probation employee will have the transmittal log signed by a Records Section employee and retain a copy of the signed submission form for their records.

Dismissing Warrants

1. While the suspect is in the Probation office, the clerk will call the Records Section of the Dalton Police Department and make notification of a Probation warrant that is being dismissed. The call should be made to 706-278-9085, extension 412. If there is no answer (directed to voice mail), call back to extension 408 and an employee should answer during regular business hours.
2. The Probation Clerk should document the name of the person they talk to at the Department and note the name on the fax cover sheet.
3. After completing the dismissal sheet, it should be faxed to 706-217-2076 for action.
4. The suspect should be given a copy of their dismissal sheet and receipts and told to keep them on his / her person for 72 hours.

Calling for an Officer to Serve a Warrant

When a suspect with an active probation warrant comes to the probation office and all attempts have been exhausted to clear up the warrant, make a required payment, or otherwise become compliant with the terms of their probation, the clerk can call the Whitfield County 911 Center and request an Officer respond to their office. Dalton Police Department will arrest all persons with active probation warrants in this situation. (Officers shall not participate in any negotiations, collection attempts, or other activity that might terminate the service of the warrant).

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APPENDIX B

WARRANT PROCEDURES: (Municipal Court)

Submitting Warrants

1. A Municipal Court employee brings the warrants being submitted for service and a properly completed transmittal log to the Records Section of the Dalton Police Department.
2. The Municipal Court employee will have the transmittal log signed by Records Section employee and retain a copy of the signed submission form for their records.

Dismissing Warrants

1. While the suspect is in the Municipal Court Office, the clerk will call the Records Section of the Dalton Police Department and make notification of a bench warrant that is being dismissed. The call will be made to 706-278-9085, extension 412. If there is no answer (directed to voice mail), call back to extension 408 and an employee should answer during regular business hours.
2. The Municipal Court Clerk should document the name of the person they talk to at the Department and note the name on the fax cover sheet.
3. After completing the dismissal sheet, it should be faxed to 706-217-2076 for action.
4. The suspect should be given a copy of their dismissal sheet and receipts and told to keep them on his / her person for 72 hours.

Calling for an Officer to Serve a Warrant

When a suspect with an active bench warrant comes to the Municipal Court Office and all attempts have been exhausted to clear up the warrant, make a required payment, or otherwise become compliant with the terms of the Court, the clerk can call the Whitfield County 911 Center and request an Officer respond to their office. Dalton Police Department will arrest all persons with active bench warrants in this situation. (Officers shall not participate in any negotiations, collection attempts, or other activity that might terminate the service of the warrant).

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APPENDIX C

WARRANT PROCEDURES: (Police Department)

Receiving Warrants

1. The Records Section receives the warrant transmittal log and the original warrant(s) from the Dalton Municipal Court or the City Probation agency.
2. GCIC entry paperwork is prepared and the record entered into GCIC files, as required by GCIC rules.
3. The warrant and GCIC paperwork are filed in the appropriate location. (Warrants shall be filed in alphabetical order.)
4. The Records Section will check the recall / warrant basket every morning for items requiring action and take the appropriate action.

Dismissal Sheets

1. The Records Section receives a call from the Municipal Court / Probation Office that a dismissal sheet is being faxed to 706-217-2076.
2. The employee receiving the phone call is responsible for retrieving the fax and pulling the warrant identified on the dismissal sheet.
3. The employee will verify that all the information is accurate, pull the GCIC paperwork, and cancel the record from the GCIC files.
4. The original warrant and dismissal sheet will be sent to Municipal Court.
5. The Records Section will log the warrant on the "Dismissed Warrant" form.

Warrant Service

1. When an Officer has contact with a subject with a possible city warrant and has verified the subject's identity, the Officer shall attempt to confirm the warrant is located in the Records Section.
2. The Officer shall contact another Officer or employee in the Records Section to confirm the warrant is active.
3. The employee shall enter the Records Section and check the fax machine to ensure no warrants have been recalled for dismissal and have not been pulled from the file.
4. If a dismissal sheet is located on the fax machine, the employee will log the warrant on the Dismissed Warrant form (Appendix D), pull the warrant identified on the dismissal sheet, and remove it from GCIC files immediately. (If the dismissal sheet is for the person the Officer has in custody, the employee will immediately notify the Officer).
5. If no dismissal sheets are on the fax machine, the employee will pull the warrant on the subject in custody, log the warrant out on the Warrants Served form (Appendix F), and call for an Officer to pick up the warrant or take the warrant to the Whitfield County Sheriff's Office.
6. If the WCSO Intake personnel refuse to accept a person on a bench or probation warrant, the Officer shall write a report on the service of the warrant and leave the suspect in the lobby of the WCSO to

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contact someone to pick him / her up. The report should reflect why the jail refused to take the suspect and the name of the Intake Supervisor / Officer making that decision.

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APPENDIX D
DALTON POLICE DEPARTMENT
DISMISSED WARRANTS

DATE	TIME	VIOLATOR NAME	WARRANT #	YOUR INITIALS
1.				
2.				
3.				
4.				
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REC WTD 040805

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APPENDIX E
DALTON POLICE DEPARTMENT
WARRANT LOG

[illegible]

REC WTL 040806

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APPENDIX F
DALTON POLICE DEPARTMENT
WARRANTS SERVED

DATE	TIME	VIOLATOR NAME	WARRANT #	OFFICER'S PRINTED NAME
1.				
2.				
3.				
4.				
5.				
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REC WAR 040804

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DALTON POLICE DEPARTMENT

		Effective Date	Number
		April 22, 2014	GO13-6.9
Subject Active Threats			
Reference		Revised	
CALEA Standard – 46.1.10		July 28, 2020 26, 2022	
Distribution	Re-evaluation Date		No. Pages
All Personnel	July 2022 2024		7

I. Policy

It is the policy of the Dalton Police Department to provide a rapid response to active threats / **active** shooters in order to minimize the loss of life and contain these types of situations as quickly as possible. These types of situations require rapid deployment of initial responding law enforcement personnel prior to the arrival of tactical teams or special units; delayed response increases the likelihood and number of casualties.

II. Definitions

- A. *Active Threat* – A suspect(s) who is actively engaged in causing death or great bodily injury to others. The incident location will normally contain a large number of victims and potential victims, and the incident is active / on-going when law enforcement arrives.
- B. *Contact Team* – An Officer or group of Officers whose primary mission is to stop the assailant's deadly behavior and prevent escape.
- C. *Rapid Deployment* – The swift and immediate deployment of law enforcement resources to on-going, life-threatening situations where delayed deployment could otherwise result in death or serious bodily injury to innocent people.
- D. *Rescue Team* – A group of Officers assigned to locate, recover, and facilitate the evacuation process of victims to safe areas or to medical personnel for treatment.

III. Characteristics of an Active Threat Assailant

The following is a list of characteristics commonly associated with assailants who present an active threat. This list is compiled from descriptions of past incidents and is not meant to be all inclusive.

- A. May be focused on assaulting persons with whom they have had prior contact. Their intention can be an expression of hatred or rage rather than the commission of a crime.

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- B. Engages more than one target and may be intent on killing a number of people as quickly as possible. May engage victims from a distance, similar to a sniper.
- C. Goes to locations where there are numerous potential victims (“target-rich environment”), such as schools, theaters, or shopping malls. Assailants may have some degree of familiarity with the building they choose to occupy.
- D. Continues their attack despite the arrival of emergency responders. Tactics, such as containment and negotiation, normally associated with standoff incidents, may not be adequate in these types of events.
- E. May be better armed than law enforcement and may utilize explosives, booby traps, body armor, and / or diversionary tactics.
- F. Have planned the attack and are prepared for a sustained confrontation with law enforcement. Escape may not be a priority for the assailants.
- G. Are suicidal, deciding to die in the course of their actions, either at the hands of others or by self-inflicted injury.

IV. Procedures

- A. Each active threat situation will be unique and dynamic. The incident may go in and out of an “active” status. A suspect may go from an active shooter to a barricaded person with / without hostages. Since these incidents contain many variables, the response cannot be completely reduced to specific procedures.
- B. The following are general guidelines and basic principles for use during a response to an active threat. Should the situation de-escalate to a point where there is no longer an immediate danger, Officers should transition to conventional police tactics and Department procedures, as appropriate.
- C. First Responders
 - 1. The first priority for Officers as they arrive is to locate the assailant(s) and **STOP** the aggressive deadly behavior. First responders must:
 - a. Enter the area as part of a Contact Team
 - b. Move quickly to the sound / source of violence
 - c. Search only when the source of violence is unknown
 - d. Move past victims, distractions, or lesser threats (explosive devices, etc.)
 - e. Locate and stop the active threat
 - 2. Initial information regarding the active threat may be unclear. This information may be obtained from the dispatcher, “on the run” from fleeing

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witnesses, from observations of spent casings on the ground, from damage from fired rounds, etc. As soon as practical, Officers should attempt to obtain the following information and disseminate it over the radio:

- a. Who is the assailant?
 - b. What does the assailant look like?
 - c. Where is the assailant?
 - d. What weapon(s) does the assailant possess?
 - e. What is known about the assailant's tactical abilities / specialized knowledge?
 - f. What is the assailant's motive / agenda?
3. Officers that are wearing plain-clothes or civilian attire and enter the location of an active threat shall wear an article of clothing or item of equipment, such as a ballistic plate carrier with "POLICE" patches attached, which readily identifies them as law enforcement to other Officers that are already on scene and other Officers that arrive afterwards.
 4. Officers arriving to the scene of an active threat in which Incident Command has already been established shall proceed to the Command Post or Staging Area to await instructions.
 5. Officers should be mindful that members of other ~~law enforcement~~ public safety agencies will most likely self-dispatch to the location of an active threat. Members of other ~~law enforcement~~ public safety agencies may be utilized for Contact Teams, Rescue Teams, or other tasks, as assigned by the Incident Commander.

D. Contact Teams

1. The primary mission of the Contact Team is to stop the assailant's deadly behavior and prevent escape. The secondary mission is to direct victims out of the crisis site through secured areas to the staging location or to shelter in place.
2. The following shall be considered primary tasks for the Contact Team:
 - a. Locate the assailant.
 - b. Stop the assailant's deadly behavior.
 - c. Limit the assailant's movement.
 - d. Prevent the assailant's escape.

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- e. Communicate the team's progress to the Incident Commander and other Officers.
 - f. Notify the Command Post where victims are located so they can be rescued.
 - g. Direct any able victims to a safe area and communicate that help is coming.
- 3. Ideally, the initial Contact Team would be composed of two (2) to three (3) Officers. This allows the team to adhere to standard tactical doctrine and provides an optimum combination of speed of movement, protection, and firepower.
 - 4. During the time needed to assemble a Contact Team, the assailant(s) may be actively engaged in killing innocent people. Therefore, it falls on the initial responding Officer to make the decision as to whether he / she should make immediate entry to stop the threat. If the Officer hears gunfire or has other information indicating that the threat is active / ongoing, the Officer may choose to proceed individually towards the threat.
 - 5. If the initial responding Officer does not immediately observe an indication that the threat is active / ongoing, the Officer may find it prudent to wait for back-up assistance before making entry. This critical decision is one that must be made by the individual Officer.
 - 6. Members of a Contact Team (or individual Officer) must remember that they are subject to 360-degree vulnerability upon entry into the facility, and they are not responsible for a thorough "clearing" of the facility at this point in time.
 - 7. The Contact Team shall proceed past victims and distractions in search of the active threat, but may relay the location of any victims it encounters to a Rescue Team or the Incident Commander.

E. Rescue Teams

- 1. After a Contact Team(s) has made entry and has begun to pursue the assailant(s), another group of two (2) or three (3) Officers arriving on the scene may form a Rescue Team.
- 2. Members of Dalton Fire Department, ~~or~~ Hamilton EMS, or other public safety agencies, as authorized by the Incident Commander, may join a Rescue Team to enter areas that are believed to have been cleared of immediate threats.
- 3. The priorities for a Rescue Team are to locate, recover, and facilitate the evacuation process of victims to safe areas or to medical personnel for treatment. If a Rescue Team encounters a non-ambulatory victim who

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needs medical attention, it should extricate the individual. Victims who are able to walk should be directed to a triage or safe area.

4. Rescue Team members shall proceed by providing 360-degree coverage during ingress and egress movement. Rescue Teams should broadcast the location of the assailant, if known.
5. If a Rescue Team encounters the assailant, it should then assume the role of a Contact Team and attempt to stop the assailant's deadly behavior.
6. Depending upon the situation, a Rescue Team can follow directly behind the Contact Team. ~~Members of DFD and EMS~~ Non-law enforcement personnel shall not join Rescue Teams during these types of operations.
7. During that movement, the Rescue Team may encounter multiple victims within the crisis site who are in close proximity. If so, the Rescue Team can establish fields of cover and provide a "safe zone" for the victims.
8. This safe zone may be used to establish triage and / or a subsequent rallying point for additional Rescue Teams. If the victims are scattered, individual rescues may be necessary.
9. After the Rescue Team has reached a victim, one Officer shall maintain forward security, and another Officer shall provide rearward cover. Additional ~~Officers~~ members shall carry the victim to safety, if not ambulatory.

F. Explosive Devices

Explosive devices and / or booby traps may be encountered during an active threat situation. When a suspected device is encountered:

1. Visually inspect the device.
2. Consider an alternate route based on the condition of the device (timer, fuse, etc.)
3. Move quickly away from the device.
4. Do not move or touch the device.
5. Alert other Officers of the device's location.
6. Limit the use of radios, cell phones, etc.
7. Move past the device quickly, and continue the search.
8. Mark the location of the device to warn other responders.
9. Be aware of other possible devices / booby traps.

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V. **Command and Control**

- A. The first **Patrol** Supervisor on scene that is not a part of the initial Contact Team shall assume the role of Incident Commander, **until relieved**, to facilitate the information-gathering and information-dissemination processes.
- B. Given the complexity and chaos of active threat situations, it is essential that command and control be established early. If not, it may never be obtained.
- C. The Incident Commander shall:
 - 1. Assess the situation
 - 2. Establish communication with the initial Contact Team(s)
 - 3. Coordinate and deploy additional resources as they arrive
 - a. Assemble additional Contact and / or Rescue Teams
 - b. Establish a perimeter to contain the incident and provide shelter to the public
 - 4. Broadcast a situation estimate describing:
 - a. Location, number of suspects, and types of weapons involved
 - b. Estimated size of the crowd and number of casualties and fatalities
 - 5. Activate the Incident Command System (ICS) to coordinate resources and gather / disseminate information
 - a. Establish a Command Post and staging area
 - b. Determine ingress / egress routes for emergency vehicles
 - 6. Request additional resources through the Whitfield County 911 Center and the Whitfield County Emergency Management Agency, such as:
 - a. Personnel from the Whitfield County Sheriff's Office, Georgia State Patrol, Dalton Fire Department, and Hamilton EMS
 - b. Specialized resources, such as the GBI Bomb Squad and GSP SWAT
 - 7. Additional considerations for establishing and operating Incident Command are established in directive GO12-6.3, All Hazards Plan.

VI. **Post-Incident Considerations**

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Once the danger of the active threat is no longer present, the following issues shall be considered and addressed by the Incident Commander:

- A. Preservation of the crime scene
- B. Possibility of a secondary crime scene (assailant's residence, vehicle, etc.)
- C. Media relations / public Information
- D. Victim / witness statements obtained prior to release from the scene
- E. ~~Critical incident stress~~ Peer counseling debriefing for involved personnel
- F. After-action review

VII. **Public Notification**

- A. When an active threat is identified, the Incident Commander may contact the Whitfield County 911 Center to discuss the use of the automated emergency notification system.
- B. The CodeRED system may be used to alert ~~citizens and~~ members of the public of an area of an active threat, closed roads, reunification points, etc., and shall be used in compliance with policy GO06-6.7, Automated Emergency Notification System.
- C. Additionally, the Department may wish to utilize the City of Dalton's Communications Director or other designated personnel to disseminate timely information through local and / or social media.
- D. Any information released shall ~~be~~ have prior ~~approved~~ approval from ~~by~~ the Incident Commander.

VIII. **Annual Review of Policy and Training**

On an annual basis, the Support Services Division Commander or his / her designee shall conduct a documented review of this policy, all related procedures and training, and any active threat incidents that may have occurred in order to identify any necessary ~~revisions~~ changes or needs. This review shall be forwarded to the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO98-7.3
Subject Whitfield County Child Abuse Protocol			
Reference		Revised July 28, 2020 26, 2022	
Distribution All Personnel	Re-evaluation Date July 2022 2024		No. Pages 26

I. Policy

It is the policy of the Dalton Police Department to report and investigate all crimes against and abuse of children in compliance with the Whitfield County Child Abuse Protocol and to provide representation for the Department to the Whitfield County Child Abuse Protocol Committee.

II. Purpose

- A. The Child Abuse Protocol is a written document outlining in detail the procedures to be used in reporting, investigating, and prosecuting cases arising from alleged child abuse and the methods to be used in coordinating treatment programs for the child, family, and perpetrator.
- B. The purpose of the Protocol shall be to ensure coordination and cooperation between all agencies involved in a child abuse case so as to increase the efficiency of all agencies handling such cases, to minimize the stress created for the allegedly abused child by the legal and investigatory process, and to ensure that more effective treatment is provided for the child, family, and perpetrator, including counseling. O.C.G.A. §19-15-2(f).
- C. The Whitfield County Child Abuse Protocol Committee has established the current protocol as a recommendation and procedural document outlining the duties and responsibilities of signatory agencies and their personnel for handling child abuse cases from initial disclosure, reporting, investigation through prosecution and including treatment, prevention and follow-up. The mission of the signatories to it is to protect children who have been, or are alleged to have been abused by ensuring that the needs of the child are given priority over system or agency needs.
- D. Each represented agency is committed to the goals and purposes of this Protocol and to a process of continuous review and refinement to update the Protocol as needed to insure the best possible service to the children of Whitfield County.
- E. The Protocol members recognize that no protocol can purport to offer a comprehensive set of guidelines for the infinite number of circumstances that agency personnel face daily. When faced with situations not specifically covered

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by this protocol, members are urged to use this protocol in conjunction with agency supervision and their own judgment to provide for the safety and welfare of the children of Whitfield County.

III. **Confidentiality**

- A. Pursuant to Georgia law, Committee meetings, including sub-committee meetings such as Team Review and Child Fatality Review (see sections VII-B-4 and VIII below) are not opened to the public and discussions held and statements made at such meetings are confidential and generally may not be disclosed outside of such meetings or to non-members.
- B. Members or persons presenting information to the Committee or sub-committees are provided legal protections from being compelled to testify in civil or criminal proceedings and information developed in such meetings is generally not subject to Open Records requests. A member of a protocol committee shall not be civilly or criminally liable for any disclosure of information made at such meetings. See O.C.G.A. §19-15-6.
- C. Certain materials prepared in accordance with this Protocol, including specifically recorded interviews with child victims are subject to the confidentiality provisions of O.C.G.A. §§49-5-40 & 41 and unauthorized disclosure of the same may result in criminal penalties.

IV. **Annual Report**

The protocol committee shall issue a report no later than the first day of July each year. Such report shall evaluate the extent to which investigations of child abuse during the 12 months prior to the report have complied with the protocols of the protocol committee, recommend measures to improve compliance, and describe which measures taken within the county to prevent child abuse have been successful. The report shall be transmitted to the county governing authority, the fall term grand jury of the judicial circuit, the panel, and the chief superior court judge. See O.C.G.A. §19-15-2(i).

V. **Definitions**

Child Abuse is defined in Georgia law in both the mandated reporter statute (O.C.G.A. §19-7-5) and in the Juvenile Code. Specific crimes of child abuse also appear in the criminal code. Because signatories to this agreement work with different parts of the law, we cite the definitions for the purpose of this agreement. Additional terms defined for the purpose of the protocol appear at the end.

- A. The Reporting Law (O.C.G.A. §19-7-5)
 - 1. "Abused" means subjected to child abuse.
 - 2. "Child" means any person under 18 years of age.
 - 3. "Child Abuse" means:

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- a. Physical injury or death inflicted upon a child by a parent or caretaker thereof by other than accidental means; provided, however, that physical forms of discipline may be used as long as there is no physical injury to the child;
- b. Neglect or exploitation of a child by a parent or caretaker thereof;
- c. Endangering a child;
- d. Sexual abuse of a child;
- e. Sexual exploitation of a child.

However, no child who in good faith is being treated solely by spiritual means through prayer in accordance with the tenets and practices of a recognized church or religious denomination by a duly accredited practitioner thereof shall, for that reason alone, be considered to be an "abused child."

- 4. "Endangering a child" means:
 - a. Any act described by subsection (d) of OCGA §16-5-70 relating to cruelty to children in the third degree;
 - b. Any act described by OCGA §16-5-73 relating to children being present during the manufacture of methamphetamine;
 - c. Any act described by subsection (l) of OCGA §40-6-391 relating to endangering a child by driving under the influence; or
 - d. Prenatal abuse, as such term is defined in OCGA §15-11-2
- 5. "Sexual abuse" means a person's employing, using, persuading, enticing, inducing, or coercing any minor who is not that person's spouse to engage in any act which involves:
 - a. Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - b. Bestiality;
 - c. Masturbation;
 - d. Lewd exhibition of the genitals or pubic area of any person;
 - e. Flagellation or torture by or upon a person who is nude;
 - f. The condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;

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- g. Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
- h. Defecation or urination for the purpose of sexual stimulation; or
- i. Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure.

"Sexual abuse" shall include consensual sex acts when the sex acts are between minors if any individual is less than 14 years of age; provided, however, that it shall not include consensual sex acts when the sex acts are between a minor and an adult who is not more than four years older than the minor.

- 6. "Sexual exploitation" means conduct by a child's parent or caretaker who allows, permits, encourages, or requires that child engage in:
 - a. Prostitution, as defined in O.C.G.A. section 16-6-9, or
 - b. Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, as defined in O.C.G.A. section 16-12-100.

B. The Juvenile Code (O.C.G.A. §15-11-2)

- 1. "Child" means any individual who is under the age of 18 years for the purpose of this protocol. The juvenile code defines child by age differently under different circumstances but for the purposes of this protocol, a child is a person under the age of 18 years.
- 2. "Abuse" means:
 - a. Any non-accidental physical injury or physical injury which is inconsistent with the explanation given for it suffered by a child as the result of the acts or omissions of a person responsible for the care of a child;
 - b. Emotional abuse;
 - c. Sexual abuse or sexual exploitation;
 - d. Prenatal abuse; or
 - e. The commission of an act of family violence as defined in Code Section 19-13-1 in the presence of a child. An act includes a single act, multiple acts, or a continuing course of conduct. As used in this subparagraph, the term "presence" means physically present or able to see or hear.

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3. "Emotional abuse" means acts or omissions by a person responsible for the care of a child that cause any mental injury to such child's intellectual or psychological capacity as evidenced by an observable and significant impairment in such child's ability to function within a child's normal range of performance and behavior or that create a substantial risk of impairment, if the impairment or substantial risk of impairment is diagnosed and confirmed by a licensed mental health professional or physician qualified to render such diagnosis.
4. "Sexual abuse" means a caregiver or other person responsible for the care of a child employing, using, persuading, inducing, enticing, or coercing any child to engage in any act which involves:
 - a. Sexual intercourse, including genital-genital, oral-genital, anal-genital, or oral-anal, whether between persons of the same or opposite sex;
 - b. Bestiality;
 - c. Masturbation;
 - d. Lewd exhibition of the genitals or pubic area of any person;
 - e. Flagellation or torture by or upon a person who is nude;
 - f. The condition of being fettered, bound, or otherwise physically restrained on the part of a person who is nude;
 - g. Physical contact in an act of apparent sexual stimulation or gratification with any person's clothed or unclothed genitals, pubic area, or buttocks or with a female's clothed or unclothed breasts;
 - h. Defecation or urination for the purpose of sexual stimulation; or
 - i. Penetration of the vagina or rectum by any object except when done as part of a recognized medical procedure by a licensed health care professional.
5. "Sexual exploitation" means conduct by a caregiver or other person responsible for the care of a child who allows, permits, encourages, or requires a child to engage in:
 - a. Prostitution, in violation of Code Section 16-6-9; or
 - b. Sexually explicit conduct for the purpose of producing any visual or print medium depicting such conduct, in violation of Code Section 16-12-100.

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6. "Prenatal abuse" means exposure to chronic or severe use of alcohol or the unlawful use of any controlled substance, as such term is defined in Code Section 16-13-21, which results in:
 - a. Symptoms of withdrawal in a newborn or the presence of a controlled substance or a metabolite thereof in a newborn's body, blood, urine, or meconium that is not the result of medical treatment; or
 - b. Medically diagnosed and harmful effects in a newborn's physical appearance or functioning.
7. "Dependent Child" means a child who:
 - a. Has been abused or neglected and is in need of the protection of the court;
 - b. Has been placed for care or adoption in violation of law; or
 - c. Is without his or her parent, guardian, or legal custodian
8. "Neglect" means:
 - a. The failure to provide proper parental care or control, subsistence, education as required by law, or other care or control necessary for a child's physical, mental, or emotional health or morals;
 - b. The failure to provide a child with adequate supervision necessary for such child's well-being; or
 - c. The abandonment of a child by his or her parent, guardian, or legal custodian.

C. Other Terms Defined for the Purpose of this Protocol

1. "DFCS/DFACS" – The Whitfield County Division of Family and Children Services.
2. "Law Enforcement" – Any of the several local law enforcement agencies including the Whitfield County Sheriff's Office, the Dalton Police Department, the Tunnel Hill Police Department, the Varnell Police Department, the Cohutta Police Department and the Dalton State College Public Safety Department. Note however that only the Whitfield County Sheriff's Office and the Dalton Police Department currently conduct child abuse investigations. Other local law enforcement agencies should refer reports to one of those two agencies as appropriate. Note also that the Georgia Bureau of Investigations (GBI) may by invitation of local law enforcement or the District Attorney assist in or lead a child abuse investigation however reports of abuse should not be made directly to the GBI.

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3. “District Attorney” – The Office of the District Attorney for the Conasauga Judicial Circuit, comprised of Whitfield and Murray Counties, or the elected District Attorney for said office or an assistant district attorney acting on behalf of the District Attorney.
4. “VWAP” – The Victim/Witness Assistance Program which is part of the District Attorney’s Office. Provides advocacy services to victims and victims’ families including early notification prior to arrest of the offender.
5. “MDT” – The Multi-Disciplinary Team is a group of professionals representing various disciplines who work collaboratively to promote a thorough understanding of case issues and assure the most effective system response possible. The purpose of interagency collaboration is to coordinate intervention so as to reduce potential trauma to children and families while preserving and respecting the rights and obligations of each agency to pursue their respective mandates. The full team consists of representatives from law enforcement, child protective services (DFCS), prosecution (District Attorney’s Office and VWAP), the GreenHouse, mental health, medical, including the Whitfield County Health Department, the school systems, and juvenile court. The full team meets at the GreenHouse monthly to review cases and ensure that children are receiving proper services and support from all member agencies. For purposes of making prosecution decisions, a core sub-set of the team consisting primarily of law enforcement, DFCS, prosecution, the GreenHouse and Juvenile Court meets monthly at VWAP to review cases with a primary focus on the criminal investigation and prosecution of the case.
6. “The GreenHouse” – A non-profit child advocacy center serving the citizens of Whitfield and Murray County, formerly a part of the District Attorney’s Office but operating independently as of January 1, 2014. Provides forensic interviews, advocacy and therapy for victims and victims’ families.
7. “Disclosure” – Information concerning child abuse provided by a victim or other person to a mandated reporter or other person who makes a report pursuant to O.C.G.A. §19-7-5, prior to such report. See “Report”, below.
8. “Report” – An oral or a written report concerning child abuse made to DFCS, Law Enforcement or to the District Attorney by a mandated reporter or other individual pursuant to O.C.G.A. §19-7-5
9. “Investigative Interview” – a preliminary and limited interview with a child conducted by law enforcement and/or DFCS for the purpose of determining the nature of the disclosed abuse, identifying the victim and suspect, determining jurisdiction, and to ensure the child’s safety. Less than a full or forensic interview (see below), the purpose of an investigative interview is not to obtain all of the facts and details but only those necessary to make the initial determinations set forth above and to make sure that the report did not result from the misinterpretation of an ambiguous statement from a child who was not in fact disclosing abuse.

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10. “Forensic Interview” – a recorded interview designed to elicit a child’s unique information when there are concerns of possible abuse or when the child has witnessed abuse or violence against another person. A forensic interview is conducted in a supportive and non-leading manner by a professional trained in the National Child Advocacy Center Forensic Interview model. Interviews are remotely observed by representatives of the agencies involved in the investigation. Forensic interviews are generally done in a single session but may be extended over multiple shorter sessions as appropriate to the child’s age, maturity and other circumstances.
11. “SANE” – A Sexual Assault Nurse Examiner (SANE) is a qualification for forensic nurses who have received special training to conduct sexual assault evidentiary exams for victims of rape or other sexual assaults. The sexual assault examination is commonly referred to as a SANE Exam.

VI. **Identification of Mandated Reporters & Responsibility Thereof**

- A. MANDATED REPORTERS – Reports of abuse come from many sources. Certain individuals are mandated by law under O.C.G.A. §19-7-5 to report any such abuse which they have reasonable cause to believe has occurred. These individuals are:
 1. Physicians licensed to practice medicine, physician assistants, interns, or residents;
 2. Hospital or medical personnel;
 3. Dentists;
 4. Licensed psychologists and persons participating in internships to obtain licensing pursuant to Chapter 39 of Title 43;
 5. Podiatrists;
 6. Registered professional nurses, licensed practical nurses, or nurses’ aides;
 7. Professional counselors, social workers, or marriage and family therapists licensed pursuant to Chapter 10A of Title 43;
 8. School teachers;
 9. School administrators;
 10. School counselors, visiting teachers, school social workers, or school psychologists certified pursuant to Chapter 2 of Title 20;
 11. Child welfare agency personnel, as that agency is defined pursuant to Code Section 49-5-12(a), including any child-caring institution, child-placing agency, children’s transition care center, or maternity home.

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12. Child-counseling personnel;
13. Child service organization personnel including volunteers as defined by O.C.G.A. §19-7-5(b)(5); (please note that all public and private school personnel, whether listed separately above or not, including paraprofessionals, bus drivers, cafeteria workers, etc., are included in the definition of child service organization personnel)
14. Law enforcement personnel; or
15. Reproductive health care facility or pregnancy resource center personnel and volunteers.

Any person, other than one specified above, who has reasonable cause to believe that suspected child abuse has occurred may report or cause reports to be made as provided by O.C.G.A. §19-7-5.

Persons, mandated or otherwise, reporting abuse pursuant to O.C.G.A. §19-7-5, shall in so doing be immune from any civil or criminal liability that might otherwise be incurred or imposed, provided such report is made in good faith.

B. PRIVILEGE

1. Suspected child abuse which is required to be reported by any person pursuant to this Code section shall be reported notwithstanding that the reasonable cause to believe such abuse has occurred or is occurring is based in whole or in part upon any communication to that person which is otherwise made privileged or confidential by law;
2. Provided, however, that a member of the clergy shall not be required to report child abuse reported solely within the context of confession or other similar communication required to be kept confidential under church doctrine or practice. When a clergy member receives information about child abuse from any other source, the clergy member shall comply with the reporting requirements of this Code section, even though the clergy member may have also received a report of child abuse from the confession of the perpetrator.

C. REPORTING – The information provided below is general in nature. Some specific situations are outlined in more detail in Section E, below.

1. **WHEN TO REPORT** – Mandated reporters are required to make a report immediately and in no case later than 24 hours from when the reporter has reasonable cause to believe that abuse, as defined in section V, has occurred.
2. **TO WHOM TO REPORT**
 - a. Any reports of child abuse shall be made to the Whitfield County Department of Family and Children Services (DFCS), or to the

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appropriate law enforcement agency for the jurisdiction where the abuse is believed to have occurred, or to the District Attorney

- b. DFCS only investigates cases where the alleged perpetrator is a known or unknown parent, guardian, foster parent, custodian (a person standing in the place of a parent), caretaker, stepparent, adoptive parent or is an employee of a public or private residential home, facility, school or day care center as to any reported act or incident arising out of the employment. Reports to DFCS should be made by calling 855-GA-CHILD (855-422-4453) or for mandated reporters with pre-approved access, a web portal and e-mail address is available. Contact DFCS for more information or to obtain access to those reporting methods.
 - c. In all other situations, the initial report should be made to the law enforcement agency with jurisdiction where the abuse is believed to have occurred. Reports to law enforcement should be made by calling 911.
 - d. While reports may legally be made to the District Attorney, all such information reported will merely be passed along to the appropriate agency (DFCS or law enforcement) so it is preferred that reports be made directly to those agencies. If a reporter is unable to make a report to such agency for any reason, reports may be made to the District Attorney by calling 706-876-1300. Please note that as of January 1, 2014, the GreenHouse Child Advocacy Center is no longer part of the District Attorney's Office. Reports should not be made to the GreenHouse.
3. INFORMATION TO INCLUDE IN A REPORT – In making a report, it is important to give as much factual information as the reporter can obtain, e.g. names, ages, addresses of the child and their family and everything the reporter knows about the suspected abuse, including any evidence of previous injuries. If the report is made orally, the agency may request that such oral report be followed by a written report including such information.
- D. PENALTIES, LIABILITY & IMMUNITY OF MANDATED REPORTERS – It is recognized that under O.C.G.A. §19-7-5 any mandated reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a misdemeanor. Any other person who has reasonable cause to believe abuse has occurred, while not required to report such abuse, may do so and is encouraged to do so in fulfillment of their moral and social responsibility as an individual citizen in this community. Any person or organization that reports a case of child abuse or participates in judicial proceedings resulting from making a report is immune from civil or criminal liability, if the report was made in good faith.
- E. SPECIFIC SITUATIONS – The following local procedures are established to implement the statutorily required reporting requirements with greater specificity as required in certain identified circumstances:

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1. Whitfield County and Dalton Public Schools:

- a. If the disclosure of the abuse occurs or is observed at school, the staff member involved shall notify the principal or designee immediately. The principal or designee shall, immediately, report or cause a report to be made of the abuse to DFCS and/or law enforcement as appropriate and as provided above.
- b. DFCS caseworkers and/or law enforcement representatives will conduct interviews with the child. School personnel shall avoid any investigative interviews prior to or subsequent to the interviews by DFCS and law enforcement. Prior to conducting an interview on school property, DFCS and/or law enforcement shall meet with the school counselor and/or principal to determine if it is appropriate or necessary to invite a school staff member to be present during the interview with the student or to notify the student's parent(s) or guardian(s) prior to the interview.
- c. If and only if directed to do so by DFCS and/or law enforcement, reasonable efforts shall be made by the school officials to notify the parents or guardians of the child prior to the interview

2. Day Care Centers and other Child Care Providers:

- a. If the disclosure of child abuse occurs or is observed at a day care center or other child care provider the same should be reported immediately to DFCS and/or law enforcement as provided above. No attempt should be made to interview or question the child further in connection with the disclosure nor should the child's parents be notified unless such notification is requested by the DFCS or law enforcement investigator.
- b. Once DFCS and/or law enforcement investigators respond, the investigator(s) will determine whether or not it would be appropriate for center staff to be present during any investigative interview with the child, whether that interview should take place at the center and whether and when the child's parent(s) or guardian(s) should be notified.
- c. Center staff should cooperate fully with DFCS and law enforcement to facilitate the investigation.
- d. It is recommended that each child care center notify its children's parents or guardians of the center's policy regarding investigative interviews resulting from child abuse allegations.

3. Medical Professionals:

Doctors and other medical professionals may become aware of suspected abuse through verbal interactions with a child patient, when a parent or

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guardian brings a child in for an examination in reference to disclosed or suspected abuse, or otherwise during the course of providing services to the child or family. In such event, no medical examination should be conducted and any medical examination in progress should be ended. The abuse should be reported to law enforcement by calling 911 and making a report as set forth in section VI-C, above. Law enforcement will determine if further medical examination is appropriate in accordance with section VII-B-3, below and the Conasauga Sexual Assault Response Team (SART) protocol and advise the family accordingly.

4. Magistrate Court:

When Magistrate Court personnel become aware of abuse, either through a civilian warrant application or otherwise, such abuse should be reported as provided in section B above so that the abuse may be properly investigated by DFCS and law enforcement. Except in extraordinary circumstances, no arrest warrant should be issued except by application from a certified peace officer. See section VII-B-5 below concerning warrants and arrest of offenders.

5. Juvenile Court:

- a. If child abuse is disclosed to or comes to the attention of Juvenile Court staff, such staff member, shall immediately report such allegation to the Department of Family and Children Services for immediate investigation, in accordance with section VI-C above.
- b. If child safety is an issue, DFCS will act in accordance with Section VII-A-4 below to and Juvenile Court staff will assist.
- c. The Juvenile Court Intake Officer to whom the abuse is reported, shall contact a Juvenile Court Judge to obtain legal authorization for the child victim to be taken into immediate protective custody if requested by DFCS.
- d. When a child who is alleged to be a dependent child is taken into custody, a preliminary protective hearing shall be held promptly and not later than 72 hours after child is placed in foster care as provided in subsection (a) of Code Section 15-11-145, provided that, if the 72 hour time period expires on a Saturday, Sunday, or legal holiday, the hearing shall be held on the next day which is not a Saturday, Sunday, or legal holiday.
- e. Reasonable notice of the preliminary protective hearing, either oral or written, stating the time, place, and purpose of the hearing, shall be given to the district attorney's office, the child, and, if the child's parents, guardian or other custodian cannot be found, the court shall forthwith, appoint a guardian ad litem. At the commencement of the hearing, the court shall inform the parties of the contents of the complaint, the nature of the proceedings and the parties' due

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process rights including their right to counsel and to appointed counsel if they are indigent persons.

- f. If the child is alleged to be dependent and is not released at the preliminary protective hearing, a petition under Code Section 15-11-150 shall be made by any person who has actual knowledge of the abuse or is informed of the abuse, and shall be presented to the court within five (5) calendar days of the detention hearing. The adjudicatory hearing, which is a formal evidentiary hearing, must be set not later than ten (10) calendar days after the petition is filed.
- g. If deemed appropriate and in the child's best interest by the Juvenile Court Judge, A Court Appointed Special Advocate (CASA) may be assigned if the child is found to be deprived dependent and placed in the temporary legal custody of the Department of Family and Children Services.

VII. **Whitfield County Procedures**

A. INITIAL RESPONSE TO REPORT

1. REPORTS GENERALLY

All reports of child abuse should be taken seriously and investigated appropriately however the specific requirements of this protocol, including joint investigations, forensic interviews, team review, etc. as set forth in this section shall only apply directly to verified disclosures of child sexual abuse or exploitation and to serious physical abuse. Member agencies investigating other types of abuse, if they deem it appropriate on a case-by-case basis, may choose to follow protocol and may request assistance from other member agencies including requests for forensic interviews, team review, or other services but are not required to do so.

2. REPORT RECEIVED BY DFCS

When the Whitfield County Division of Family and Children Services (DFCS) receives a report of child abuse, the Child Protective Service (CPS) worker shall make an assessment to determine if there is reasonable cause to believe such report is true, and whether the report contains any allegation or evidence of serious physical abuse or child sexual abuse.

If so, the CPS worker will contact the appropriate law enforcement agency with jurisdiction where the abuse occurred immediately to request a joint investigation. A copy of the referral will be provided to the law enforcement agency within 24 hours.

3. REPORT RECEIVED BY LAW ENFORCEMENT

When a law enforcement agency receives a report of child abuse, the agency shall make an initial assessment to determine the validity of the

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reported abuse, and whether the report contains any allegation or evidence of serious physical abuse or child sexual abuse.

If so, then the law enforcement agency will contact DFCS to request a joint investigation. A copy of the initial report will be provide to DFCS within 24 hours.

4. ADDITIONAL RESPONSIBILITIES UPON INITIAL REPORT

- a. Regardless of which agency receives the initial report, DFCS shall determine whether and to what extent any immediate action needs to be taken to insure the safety of the child. If so, DFCS shall contact the appropriate law enforcement agency where the child is located and request assistance stabilizing the situation. This may or may not be the same agency which will assist in the joint investigation.
- b. DFCS shall then determine whether to take custody of the child or to develop a safety plan utilizing a safety resource for temporary custody of the child pending further investigation. If DFCS takes custody of the child:
 - (1) The DFCS worker shall obtain a verbal or electronic order of removal pursuant to O.C.G.A. §15-11-132 from the Juvenile Court and shall follow up as required by that code section to obtain a written order.
 - (2) DFCS shall identify an emergency foster home or other appropriate emergency placement.
 - (3) DFCS shall insure that a preliminary protective hearing in Juvenile Court will be conducted within 72 hours.
- c. Any law enforcement agency involved in the initial response to a report or in the joint investigation shall determine whether and to what extent any immediate action needs to be taken to insure the safety of the child. If so:
 - (1) Appropriate agency personnel shall proceed to the scene if not already on scene in order to stabilize the situation.
 - (2) The agency shall notify DFCS concerning the immediate safety needs of the child if DFCS is not already on scene.
 - (3) If necessary, and if probable cause exists to support such arrest, the alleged offender may be arrested to insure the safety of the child even though in most cases, arrest and prosecution will follow after the investigation and team review of the case (see section B-5 below).

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- (4) In the event of an arrest prior to team review, the District Attorney's Victim/Witness Assistance Office shall be notified as soon as possible so that the offender's case can be appropriately handled through first appearance and initial bond hearing.

- d. If the child's safety demands that the child be taken into immediate custody, the agency shall take custody of the child and immediately notify DFCS and provide all information necessary to support removal of the child. The agency shall turn custody of the child over to DFCS as soon as practical under the circumstances.

5. REPORT RECEIVED BY THE DISTRICT ATTORNEY

When the District Attorney's Office receives a report of child abuse, the Office shall as soon as possible forward all information provided in the report to DFCS and to the law enforcement agency with jurisdiction where the abuse occurred and request that the report be assessed and if appropriate, a joint investigation conducted as set forth in sections 1 and 2 above.

B. INVESTIGATION & PROSECUTION

1. JOINT INVESTIGATION

Law Enforcement and DFCS should, whenever possible and appropriate, conduct joint interviews with all relevant witnesses including all outcry and reporting witnesses, custodian(s) of the child, the alleged offender, etc., provided however that child victims and witnesses should not be subjected to multiple interviews but only a single limited investigative interview, if necessary. When the initial disclosure and information provided by the mandated reporter is sufficient to confirm the disclosure of sexual abuse or serious physical abuse, no investigative interview should be conducted. Child witnesses and victims should be referred for forensic interviews at the GreenHouse Child Advocacy Center. See section B-2, below. When joint interviews are not possible, information obtained by one agency during a witness interview should be shared with the other agency or agencies as soon as practical.

The investigating law enforcement agency should collect all relevant evidence including physical evidence from the location(s) where alleged abuse occurred or other relevant locations, photographs of relevant locations and items, 911 recordings, medical records and any and all other relevant evidence and materials. Where required by law, search warrants should be prepared, sworn out and executed in order to obtain such relevant evidence. Where appropriate, physical evidence should be submitted to the Georgia Bureau of Investigations Department of Forensic Sciences (Crime Lab) for further examination.

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2. CHILD FORENSIC INTERVIEWS

Subjecting children to multiple interviews by various agencies often results in additional unnecessary trauma to the child. In order to minimize further trauma to the child, a forensic interview should be scheduled at The GreenHouse once a disclosure and initial verification by law enforcement and/or DFCS has occurred.

The GreenHouse will only schedule a forensic interview at the request of law enforcement, the District Attorney's office, or Department of Family and Children Services. The GreenHouse maintains a collaborative partnership with these agencies, but is a standalone, non-investigative, non-government entity.

Member agencies wishing to schedule forensic interviews should contact The GreenHouse by telephone for that purpose. A copy of the initial law enforcement report should be provided to The GreenHouse prior to the start of the forensic interview.

Forensic interviews will be conducted by a forensic interviewer who has received training from a nationally recognized forensic interviewing program. Interviews at The GreenHouse will not be conducted by a detective or investigator who does not have his or her forensic interview training completion certificate on file at The GreenHouse due to accreditation requirements.

All interviews at The GreenHouse will be recorded. Per O.C.G.A. §49-5-40 & 41, copies of the forensic interviews conducted at The GreenHouse will only be released to the agency requesting the interview and to VWAP.

3. MEDICAL

When a child has been injured as a result of abuse appropriate medical care should be made available to said child including emergency medical care.

Refer to the Conasauga Sexual Assault Response Team (SART) protocol for procedures to authorize and conduct sexual assault examinations for the collection and preservation of evidence.

4. TEAM REVIEW

- a. The Team – Team Review is a meeting of the Multi-Disciplinary Team (MDT) consisting of representatives from law enforcement, child protective services (DFCS), the District Attorney's Office (including VWAP), the GreenHouse, as well as mental health and medical professionals including the Whitfield County Health Department, the school systems, Juvenile Court and others who provide a coordinate response designed to increase the effectiveness of investigations while reducing the stress and risk of

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secondary traumatization to children. The full team will meet monthly at the GreenHouse for the purpose of reviewing cases to ensure that children are receiving proper services and support from all member agencies. A core-subset of the team consisting primarily of law enforcement, DFCS, the District Attorney's Office (including VWAP), the GreenHouse and Juvenile Court will meet monthly at VWAP for the specific purpose of reviewing and assisting the criminal investigation and to make prosecution decisions. Team Review at VWAP includes all sexual abuse and serious physical abuse reports and investigations. The specific individuals representing the various agencies and professions may change as needed on a case by case basis and may include any member of the full team. The balance of this section refers specifically to the Team Review which occurs at VWAP.

- b. Purpose - The Team Review process was established in order to improve investigative outcomes in cases of child abuse, to better coordinate system response and services to child victims and their families, and to reduce the trauma experienced by child victims and their families once abuse is disclosed and reported. Team members collaborate with each other, share information and insights on individual cases, and attempt to reach consensus regarding the investigation and prosecution of criminal charges against the offender as well as the providing of services to the victim and family while keeping the best interest of the child at the forefront.
- c. Scheduling – Generally, the law enforcement agency investigating the case should contact VWAP to add the case to the Team Review schedule once the investigation has proceeded past the initial assessment phase. However any team member may request that a case be considered by the team by calling VWAP. All team members having involvement or information about a specific case should be present and involved in the team review of that case. Team Review should meet at least once per month. Review of cases may take place over multiple team meetings as needed to complete the investigation including any additional investigative work recommended by the Team.
- d. Recommendations – At the conclusion of a Team Review for a specific case, the Team may close the review as Founded, Unfounded or Undetermined. For Founded cases, the Team may recommend criminal prosecution or not depending on the facts and circumstances and the best interests of the child however all decisions regarding prosecution are ultimately up to the District Attorney. Each member agency is likewise ultimately responsible for its own area of operation.
- e. Confidentiality – Deliberations which occur at Team Review including specific statements made by team members should not

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be shared outside the Team except as may be agreed to by the team in advance on a case-by-case basis however this will not prohibit individual team members from discussing cases outside of Team Review as needed to further the investigation, prosecution or to better provide services to the child.

5. ARREST

- a. Timing of Arrest - Because of the serious nature of child abuse allegations and the potential for reputational and other harm to individuals accused of but not prosecuted for allegations of child abuse, it is generally preferable that no arrest be made until a case has been to Team Review (see section 4, previous), and the Team has closed the case founded with a recommendation for prosecution. In such cases, the law enforcement agency may swear out an arrest warrant or the case may be presented to a Grand Jury in order to obtain an indictment warrant as appropriate. Exceptions to this general preference include:
 - (1) When an offender confesses to law enforcement concerning the allegations
 - (2) When necessary to insure the safety of the child victim
 - (3) When it appears that the offender may flee the jurisdiction before the completion of the investigations, or
 - (4) When any other circumstances as determined by the investigating law enforcement agency necessitates an earlier arrest.
- b. Probable Cause – Under no circumstances should an alleged offender be placed under arrest or a warrant for arrest sought unless supported by probable cause as determined by the investigating law enforcement agency.
- c. Notification – When an arrest is made the law enforcement agency should notify the District Attorney and the Victim Witness Assistant Program as soon as possible so that the victim's family may be notified and so that preparations can be made for first appearance and bond hearings. Any information, opinion or judgment that law enforcement has and which would be helpful to the District Attorney or to the Court at a bond or first appearance hearing should be conveyed to the District Attorney.
- d. Bail – Magistrate Court may consider bail and conditions thereof for persons arrested for child abuse except for cases where the maximum penalty is life in prison or a death sentence, or when an accusation or indictment has already been filed in Superior Court, or in cases where the accused has already appeared on the charge

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before a Superior Court Judge. See O.C.G.A. §17-6-1(a) as modified by local rules pursuant to O.C.G.A. §17-6-1(h). Additionally, Magistrate Court should defer consideration of bail to Superior Court when requested to do so by the District Attorney in order to facilitate victim notification and input as required by the Georgia Crime Victim's Bill of Rights, see O.C.G.A. §17-15-1, et. seq.

- e. Juveniles - In child abuse cases involving an allegation of murder, voluntary manslaughter, rape, aggravated sodomy, aggravated child molestation, aggravated sexual battery, and armed robbery if committed with a firearm, and the alleged perpetrator is 13 to 17 years of age, law enforcement should consult with the District Attorney before swearing out an adult warrant pursuant to O.C.G.A. §15-11-560 or seeking a juvenile petition.

6. PROSECUTION

- a. The District Attorney shall be available to provide legal advice to law enforcement upon request during the course of the investigation and prior to any arrest.
- b. Upon arrest of a suspect, the District Attorney will make appropriate recommendations concerning bail and conditions thereof at first appearance and bond hearings before Magistrate Court and/or Superior Court as appropriate.
- c. After team review, the District Attorney will make the final determination about prosecution and specific charging decisions and when appropriate, will prepare the appropriate charging document (accusation or indictment). For cases that must be presented to the grand jury, the District Attorney will schedule the case before the grand jury, notify and/or subpoena the appropriate witness(es) to appear before Grand Jury, generally being the lead law enforcement investigator on the case, and present the case to Grand Jury.
- d. The District Attorney will represent the State of Georgia in all criminal proceedings arising out of the case including the negotiation and taking of guilty pleas, bench or jury trials and direct appeals.
- e. The District Attorney will coordinate with the victim advocate(s) involved in the case to make sure that the parents or guardians of the child victim are kept informed and involved in the prosecution process and that their rights under the Georgia Crime Victims Bill of Rights are protected. See Advocacy, below, for more details on the duties of child advocates, both within the District Attorney's Office Victim Witness Assistance Program and when employed by other member agencies.

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7. ADVOCACY

- a. Victim advocates from various agencies including the District Attorney's Office, The GreenHouse, and Juvenile Court provide services and support to child victims and non-offending family members in their respective areas of operation. Advocates from different agencies working on the same case should coordinate with one another to best serve the victim and to avoid duplication of effort or confusion arising from overlapping areas of responsibility.
- b. District Attorney's Office – Advocates employed by the District Attorney's Office are on call to respond to the Hospital to meet with the family and/or victim when law enforcement requests a SANE exam be conducted and are present with the victim during the exam if needed. Mandated Crime Victims Bill of Rights information, Crime Victims' Compensation forms, and other court related documents are explained and given to the victim to complete. Once a case goes through Team Review and is referred for prosecution, DA Advocates work with the assistant district attorney assigned to the case to prepare the child and other witnesses for court, prepare Victim Impact Statements, etc. DA Advocates are present with the victim during all stages of the court process.
- c. The GreenHouse – The Child Advocate at The GreenHouse provides support to the victim and family at the time of the forensic interview and afterwards assisting with community resources, therapy referrals, and other services for the non-offending caregiver and family members, including completing required center release of information and video forms and other documents maintained as part of the center's records.
- d. Juvenile Court – A Court Appointed Special Advocate (CASA) may be assigned if the child is found to be dependent and placed in the temporary legal custody of the Department of Family and Children Services by the Juvenile Court Judge.

C. THERAPY

1. If a treatment referral is indicated, The GreenHouse Child Advocacy Center or other trained child therapists will provide therapy and counseling services. When the victim does not reside in Whitfield or Murray County, The GreenHouse will seek out a provider of Trauma Focused Cognitive Behavioral Therapy located near the victim and non-offending caregiver's residence.
2. Therapists will be provided with the history of abuse at Team Review along with information about the child's living situation, community, and any court proceedings. Therapists or a designated staff member of The GreenHouse will provide updates regarding therapeutic progress of the victim and, when applicable, his or her non-offending caregiver(s).

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VIII. **Child Death Investigations**

- A. The chairperson of the Child Abuse Protocol Committee shall establish a subcommittee composed of members of the committee to include, but not limited to, the county coroner or medical examiner, district attorney or designee, department of family and children's services representative, juvenile court representative, county board of health representative, and other members as deemed necessary to serve as the Child Fatality Review Subcommittee.
- B. When a medical examiner files a report regarding the death of any child with the director of the division of forensic services of the Georgia Bureau of Investigation pursuant to Code Section 45-16-24, that medical examiner simultaneously shall transmit a copy of that report to the committee of the county in which such child resided at the time of death.
- C. When the committee receives a report regarding the death of any child, the chairperson of the committee shall assign that report to the Child Fatality Review Subcommittee. The Subcommittee shall meet and review the report within 10 days after receipt and conduct its own investigation. Within 20 working days of the initial meeting, the subcommittee shall investigate and prepare a report stating:
 - 1. The circumstances leading up to death and cause, of death;
 - 2. Detail any agency involvement prior to death, including the beginning and ending dates and kinds of services delivered, the reasons for initial agency activity, and the reasons for any termination of agency activities;
 - 3. Whether any agency services had been delivered to the family or child prior to the circumstances leading to the child's death;
 - 4. Whether court intervention had ever been sought;
 - 5. Conclude whether services or agency activities delivered prior to death were appropriate and whether the child's death could have been prevented; and
 - 6. Make recommendations for possible prevention of future deaths of similar incidents for children who are at risk for such deaths.
- D. Within 15 days following the completion of its report, the subcommittee shall transmit a copy to the Department of Human Resources, and the Statewide Child Abuse Prevention Panel.
- E. The subcommittee shall also transmit a copy of its report, within 15 days following its completion, to the Conasauga District Attorney, if the report concluded that the child died as a result of:
 - 1. Sudden Infant Death Syndrome when no autopsy was performed to confirm the diagnosis;

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2. Accidental death when it appears that the death could have been prevented through intervention or supervision;
 3. Any sexually transmitted disease;
 4. Medical causes which could have been prevented through intervention by an agency or by seeking medical treatment;
 5. Suicide of a child in custody or known to the Department of Human Resources or when the finding of suicide is suspicious;
 6. Suspected or confirmed child abuse;
 7. Trauma to the head or body; or
 8. Homicide.
- F. The subcommittee shall issue an annual report by July 1, 1994 and in each year thereafter, specifying the number of reports received and the number of reports prepared, within the previous 12 months. The annual report shall be published at least once in the legal organ of the county, with the expenses paid by the county. A copy of the annual report shall be transmitted to the judiciary committees of the House and Senate by July 15, 1994, and in each year thereafter.

IX. **Conclusion**

- A. This document reflects a cooperative effort on the part of Dalton and Whitfield County social services, mental health, education, and criminal justice organizations to improve and refine their handling of abused and neglected children in Whitfield County.
- B. The undersigned agency, departmental, and judicial representatives commit themselves and their organizations to the implementation of the procedures as outlined in this protocol. It is understood that the adoption of this protocol is one step of a continuing process of cooperation and coordination to facilitate the effective handling of child abuse cases in Whitfield County in such a way as to minimize trauma to the child and obtain effective remedies to prevent further abuse and neglect.
- C. In order to ensure that written protocol procedures are followed, the signatories to this protocol are committed to continuing as an interagency task force to monitor compliance. The task force will identify critical issues, needs, and resources required to facilitate and enhance the handling of child abuse in Whitfield County.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

COMMUNITY RESOURCES

- A. Whitfield County Division of Family and Children Services (706-272-2834)
1. AFDC
 2. Food Stamps
 3. Medicaid
 4. Child Care
 5. Child Protective Services
 6. Foster Care
 7. Placement / Adoption
 8. Pup Services
 9. Referral Service
- B. Dalton Public Schools (706-272-8766) and Whitfield County Schools (706-278-8070)
1. Kids on the Block
 2. Classroom Guidance
 3. Mandated reporter training for employees. Re: Child Abuse Reporting
 4. School / Family Outreach
 5. Teen Maze
 6. Darkness to Light – Stewards of Children
 7. Positive Behavior Interventions & Support (PBIS)
 8. Olweus Bullying Prevention Program
- C. Whitfield County Health Department (706-279-9600)
1. Children's Clinic (706-226-2621)
 2. Medical Access Clinic (706-226-5446)
 3. Living Bridge (706-281-2360)
 4. Medbank (706-281-2289)
 5. Women's Clinic (706-281-2259)
 6. Dental Clinic (706-281-2206)
 7. WIC (706-281-2383)
- D. Family Support Council (706-272-7919)

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1. First Steps
 2. Kids on the Block
 3. Parents as Teachers Home Visitation
 4. CASA
 5. Nurturing Program
 6. Healthy Families Home Visitation
 7. Camp A.I.M. (Adventures in Me)
 8. Parent Education
 9. Oak Haven Second Chance Group Home
 10. Darkness to Light – Stewards of Children Training
 11. Child Abuse Prevention Training
 12. Cooperative Parenting and Divorce
 13. Grandparents Raising Grandchildren
 14. Mandated Reporter Training
- E. Highlands Rivers Mental Health Center (706-270-5005)
1. Adults, Children and Adolescents Mental Health, Substance Abuse, Intensive Substance Abuse Services (1-800-729-5700)
 2. Crisis Stabilization Treatment Services (706-270-5107)
- F. Group Homes
1. Oak Haven Second Chance Group Home (see D-9 above under Family Support Council)
 2. Georgia Sheriff's Cherokee Estates (706-259-8561)
 3. Northwest Georgia Girl's Group Home (706-226-4862)
 4. Mercy's Door Group Home (706-277-4883) (males and females)
- G. NorthStar Educational & Therapeutic Services (706-271-2684)
- H. Whitfield Parent and Child Center, Inc. (706-278-9515)
- I. Conasauga Circuit DA's Victim / Witness Assistance Program (706-876-1322)
1. Short Term Crisis Counseling
 2. Prosecution Based Court Advocates
 3. Referrals Re: Long Term Counseling
 4. Court Preparation / Victim Impact Statements

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5. Victim Compensation / Restitution
 6. Parole Updates / Liaison
 7. Child Abuse Multidisciplinary Team Review
 8. Domestic Violence Unit & DV Court (706-876-1311)
 9. Sexual Assault Response Team (706-280-5229)
 10. U-Visa I-918 Certifications
- J. Friendship House, Inc. Daycare (706-278-8012)
- K. Whitfield / Dalton Daycare Center (706-278-8991)
- L. Northwest Georgia Family Crisis Center (706-278-5586)
- M. Whitfield County Sheriff's Office (706-278-1233)
1. DARE Program
 2. Neighborhood Watch
- N. Whitfield County Juvenile Court (706-278-6558)
1. Probation Services
 2. Intake Services
 3. Local Interagency Planning Team
- O. Children / Youth Clubs, Agencies, Groups
1. 4-H Clubs (706-278-8207)
 2. Big Brothers / Big Sisters (706-278-0702)
 3. Boy Scouts of America (706-235-5545)
 4. Girl Scouts – Northwest Georgia (706-226-1435)
 5. Boys and Girls Club of Northwest Georgia
- P. Department of Juvenile Justice (706-272-2343)
1. Regional Youth Detention Center (706-272-2309)
- Q. United Way Resource Line (706-226-4357)
- R. Child Support Recovery Unit (706-272-2326)
- S. Dalton Police Department

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1. Explorer Program
 2. DUI Awareness
 3. Teen Maze
 4. Pedestrian Safety – Kids Who Walk to School
- T. Head-Start – Whitfield County and Dalton City – Family Resource Agency (706-419-7026)
- U. The GreenHouse, Child Advocacy and Sexual Assault Center (706-278-4769)
1. Forensic Interviews (Referrals from Law Enforcement, DFCS, DA only)
 2. Therapy
 3. Advocacy
- V. Hamilton Medical Center (706-272-6000)
1. SANE Sexual Assault Exams
- W. Georgia HOPE – Child Services (706-279-0405)

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DALTON POLICE DEPARTMENT

		Effective Date October 24, 2000	Number GO00-7.6
Subject Sexual Assault Investigations			
Reference S.A.N.E. Protocol		Revised July 28, 2020 26, 2022	
Distribution All Personnel	Re-evaluation Date July 2022 2024		No. Pages 6

I. Policy

It is the policy of the Dalton Police Department that personnel shall follow the guidelines and procedures set forth in this directive when responding to and investigating reports of sex crimes, such as rape or sexual abuse.

II. Procedure

A. First Responding Officer

1. Upon arrival at the scene, check the victim for injuries that require immediate medical attention. If necessary, have the Whitfield County 911 Center notify request EMS to respond.
2. Attempt to obtain the following information from the victim:
 - a. Physical description of the suspect(s), including clothing and vehicle, if any
 - b. The suspect(s)'s entry point to and exit point from the crime location
 - c. The mode and direction of travel of the suspect(s)
3. Notify other responding Officers and the Whitfield County 911 Center of the suspect description, including the vehicle description, if applicable.
4. Instruct the victim not to smoke, eat or drink, bathe in any way, brush teeth, or change clothing and to refrain from using the restroom, if possible, until a forensic medical examination by a Sexual Abuse Nurse Examiner (S.A.N.E.) can be performed.
5. Do not ask in-depth questions about details of the crime. Ask only those questions necessary to establish that a rape or sexual offense has occurred within the Department's jurisdiction and to gather basic information for the initial incident report.

B. Investigator

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1. Conduct a brief interview at the scene to verify the information previously relayed to the initial Officer(s). If possible, conduct a walk-through of the crime scene to determine relevant locations associated with the incident. Attempt to establish:
 - a. How and where the suspect(s) entered and left the crime location
 - b. Known surfaces touched by the suspect(s)
 - c. Whether the suspect(s) discarded any items at the scene or deposited bodily fluids / trace evidence there
2. If witnesses are located, interview them as soon as time permits. It may be necessary for the initial responding Officer(s) to take initial statements. If applicable, all efforts should be made to interview the witness to whom the victim initially disclosed the crime in order to ascertain the substance of the disclosure and the circumstances surrounding the disclosure.
3. As soon as possible, collect all evidence from the scene, such as bedspreads, sheets, swabs, and the victim's clothing. Ensure that the proper chain of custody is maintained for all evidence.
4. Take pictures of the crime scene / victim.
5. Interview and obtain a statement from the victim. For adult victims, this may be done at the scene, the hospital, the ~~Criminal Investigations Division (CID)~~ interview rooms at the Police Services Center, or at a combination of these locations. The preference would be to do the interview in an ~~CID~~ interview room in effort to protect the victim from any public display. The interview should be conducted with sensitivity because of the emotional distress that usually accompanies this type of crime.
6. Information that should be obtained through the formal interview:
 - a. Date and time of the attack / assault
 - b. Events leading up to the offense. Where had the victim been? Who had the victim been with? How did the victim get to the scene?
 - c. Chronological sequence of events (narration) of the attack
 - d. Did a sexual act occur? (Penetration, ejaculation, touching, fondling, etc.)
 - e. Was force used or a threat of force involved (express or implied)? Was a weapon used or shown? If so, describe and recover, if possible. Search the vicinity and areas under the victim's control. Consider a search warrant if the suspect is still in possession of the weapon.

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- f. Did the victim submit because of fear?
- g. Did the victim resist? If so, describe what the victim did and what the suspect did. Look for, photograph, and document any evidence of resistance, i.e. injuries to the victim and damage at the crime scene consistent with the described resistance.
- h. Was consent involved at any time? Was there agreement and then a change of mind by the victim? Child victims under the age of sixteen (16) cannot legally consent to sexual acts. If the child is under the age of sixteen (16), determine if the act was volitional on the part of the victim or if there was force, persuasion, relationships, intimidation, or threats used to effectuate the act or to obtain acquiescence of the child.
- i. Gather a complete description of the suspect:
 - (1) Physical appearance (including disabilities)
 - (2) Clothing description
 - (3) Speech
 - (a) Any particular mannerisms (accent, slurred speech, etc.)
 - (b) Use of phrases
 - (c) Anything the victim remembers the suspect saying regarding the encounter. Include statements made by the suspect immediately preceding, during, and after the event.
 - (4) Mannerisms
 - (5) Was the suspect under the influence of alcohol or any drugs? If so, describe.
 - (6) Was the victim acquainted with the suspect?
 - (7) What did the victim say to the suspect during their encounter?
- j. If there was any delay in reporting the assault, give the reason for the delay.
- k. Who, besides the Officer(s), has the victim discussed the attack with?
- l. List any medical, physical, or mental problems of the victim. Any physical disabilities?

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- m. Method of entry and exit of the suspect to and from the crime location.
- n. Do not rely on visual observations alone. Document any other sensory observations made by the victim, i.e. smell, feel, etc.

~~7. Have the victim sign a medical release form to provide the Investigator access to medical records relating to the crime.~~

~~7.8.~~ If the identity of the suspect is known, prepare and show a photo lineup, in accordance with policy GO91-7.10, Lineups and Pretrial Identifications, to the victim and any witnesses.

~~8.9.~~ Locate and interview the suspect as soon as possible. All interviews of the suspect shall be audio and / or video recorded, when possible.

~~9.10.~~ The District Attorney's Office shall be notified promptly so an ADA can attend the bond hearing and request other appropriate bond conditions. This can be satisfied by contacting the Victim Witness Assistance Program (VWAP) at 706-876-1322.

C. Evidence

- 1. The Crime Scene Investigator or other Investigator shall attempt to obtain physical evidence from the crime scene. It is important to collect the clothing worn by the suspect and victim. Trace evidence, such as hair samples or other evidence, may be used for future DNA comparisons. Search warrants shall be applied for in order to process the crime scene, when applicable.
- 2. Request a forensic medical examination be conducted by an S.A.N.E. The victim may have to be transported to the appropriate facility to have the examination completed. During the forensic medical examination, a sexual ~~abuse~~ assault evidence collection kit shall be used by the S.A.N.E. to gather evidence.
- 3. After a sexual ~~abuse~~ assault evidence collection kit has been completed and turned over to the appropriate Investigator, the kit shall be entered into the Property and Evidence Section with a completed GBI Crime Lab Submission form. The Investigator shall log in to the State of Georgia's Sexual Assault Kit Tracking System and make the appropriate notations that the collection kit has been received.
- 4. Upon receipt of the sexual assault collection kit, the Property and Evidence Technician (PET) shall log in to the Sexual Assault Kit Tracking System and make the appropriate notations that the collection kit has been received by P&E.
 - a. The PET(s) shall ~~then~~ ensure delivery of the sexual ~~abuse~~ assault evidence collection kit to the GBI Crime Lab within 30 days of collection, in accordance with O.C.G.A. 35-1-2.

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- b. After delivering the sexual assault collection kit to the GBI Crime Lab, the PET shall log in to the Sexual Assault Kit Tracking System and make the appropriate notations.

5.4. If the Department is notified that a forensic medical examination has resulted in the collection of evidence, which is not part of a current investigation, an Investigator shall respond to the collecting facility and take possession of the evidence collection kit within 96 hours of notification, in accordance with O.C.G.A. 35-1-2.

- a. If the victim requests for the case to be investigated by the Department, the kit shall then be handled in accordance with this policy.
- b. If the victim does not wish for the case to be investigated, the kit shall be entered into the Property and Evidence Section to be stored for a minimum of twelve (12) months, in accordance with O.C.G.A. 17-5-71.
- c. The Investigator and the PET shall each log in to the Sexual Assault Kit Tracking System and make the appropriate notations that the collection kit has been received.

6.5. If any trace evidence, such as hair, blood, etc., is discovered on the victim, a search warrant and / or a consent to search should be obtained and the appropriate comparison items seized from the suspect.

7.6. Depending on the facts of the case, a polygraph examination may be offered to the suspect and / or the victim as an investigative tool. The Investigator should be mindful of the victim's feelings when proposing a voluntary polygraph.

D. Victim Assistance

1. The investigating Officer / Investigator shall advise the victims that assistance is available through the VWAP through the District Attorney's Office.
2. The investigating Officer / Investigator shall contact the victim if the case is closed decision is made to close the case.
3. The investigating Officer / Investigator shall contact the victim when an arrest warrant is filed on the case.
4. The investigating Officer / Investigator shall re-contact the victim if the arrest warrant is not served within 90 days in order to give the victim assurance of the Department's continued interest in the case.
5. The investigating Officer / Investigator shall contact the victim when the suspect is arrested and let the victim know the next steps in the criminal justice process.

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6. The investigating Officer / Investigator shall inform the victim of his / her rights in accordance with Georgia's Crime Victim's Bill of Rights (O.C.G.A. 17-17-1, et. seq.). In addition to the Crime Victim's Bill of Rights form, the Officer / Investigator shall provide the victim with contact information regarding agencies that provide counseling services for victims of sexual assault / abuse.
7. The VWAP shall provide the victim with the Request for Notice paperwork; the victim is entitled to be notified if the suspect is being considered for release from custody (O.C.G.A. 17-17-7).

E. Juvenile Victims

1. All procedures in adult victim cases are applicable to juvenile victim cases with the following exceptions:
 - a. If the parent(s) / guardian(s) of the juvenile is available and is not the subject(s) / suspect(s) of the investigation, he / she must accompany the juvenile victim to the hospital for medical treatment and / or to the appropriate facility for a forensic medical examination in order to sign any releases for treatment. If the parent(s) / guardian(s) cannot be located, the Department of Family and Children Services shall be contacted to sign any necessary waivers.
 - b. In all cases involving a victim under the age of eighteen (18) years, the first responding Officer / Investigator shall request the Whitfield County 911 Center notify the Department of Family and Children Services.
 - c. Interviews of child victims / witnesses are conducted differently and shall only be conducted by qualified and experienced interviewers at the GreenHouse and in accordance with the procedures set forth in the Whitfield County Child Abuse Protocol.
 - (1) These interviews should be videotaped by GreenHouse personnel, whenever possible.
 - (2) The decision on the interview procedure to be utilized in any particular case should be made jointly by the Investigator and the GreenHouse Child Abuse Investigator, keeping in mind the directives, goals, and aims contained in the Whitfield County Child Abuse Protocol.
 - (3) Minimization of trauma to the child and avoidance of needless multiple interviews shall be of paramount concern.
2. Notifications about juvenile victims shall be done in accordance with the Whitfield County Child Abuse Protocol (see policy GO98-7.3).

F. FBI's Violent Criminal Apprehension Program (VICAP) Database

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1. The CID Operations Supervisor shall be responsible for ensuring the submission of required information to the Violent Criminal Apprehension Program database.
2. Investigations that require submission to the VICAP database, as outlined in O.C.G.A. 35-1-23, include:
 - a. Homicides or attempted homicides in which the actions of the perpetrator are known or suspected to be serial in nature or are random or sexually oriented;
 - b. Rape, aggravated sodomy, or aggravated assault with the intent to rape in which the actions of the perpetrator are known or suspected to be serial in nature or in which the assault was committed by a stranger;
 - c. A missing persons case in which the circumstances indicate a strong possibility of foul play; or
 - d. A case involving unidentified human remains from a known or suspected homicide.
3. The information required by the FBI for submission to the VICAP database includes:
 - a. The name and date of birth of the alleged perpetrator;
 - b. The specific crime being investigated;
 - c. A description of the manner in which the crime was committed, including any pattern of conduct occurring during the course of multiple crimes suspected to have been committed by the alleged perpetrator; and
 - d. Any other information required by the FBI for inclusion in the database.
4. The information submitted to the VICAP database shall be updated at least every sixty (60) days with any new developments in the investigation.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO98-7.19
Subject Municipal Court and Municipal Meeting Security			
Reference CALEA Standards – 73.1.1, 73.3.2, 73.4.3		Revised October 27, 2020 July 26, 2022	
Distribution All Personnel	Re-evaluation Date October 2022 July 2024		No. Pages 5

I. Policy

It is the policy of the Dalton Police Department to provide security for Dalton Municipal Court (DMC) sessions and other municipal meetings, which includes the safeguarding of the DMC judge, DMC and other City of Dalton employees, elected officials, and ~~citizens~~ other persons in attendance.

II. Role and Authority

The Department shall be responsible for the security of DMC sessions. The Patrol Division Special Operations ~~Sergeant~~ Supervisor is responsible for ensuring that security duties are carried out properly for court sessions and municipal meetings.

III. Officer Responsibilities

A. Equipment

Officers providing security for the DMC courtroom shall wear the ~~Class A~~ or Class B uniform. Officers shall have access to the following equipment:

1. Duty gear
2. Two-way radio communication
3. Handheld and / or portable walk-through metal detectors
4. Appropriate restraining devices

B. Duties

1. ~~At least~~ two (2) Officers shall be assigned to each court session. Additional Officers may be assigned, if conditions warrant. Additionally, any other Officers attending court as witnesses shall be available to assist with security duties, if needed.
2. The Officers' duties shall include:

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- a. Announce the opening and closing of the DMC session.
- b. Assist those attending the DMC session.
- c. Respond to any emergency situation at the DMC courtroom.
- d. Protect the judge, and control the conduct of persons placed into custody.
- e. Coordinate and supervise all aspects of security for the DMC session.
- f. Conduct a search of the courtroom for contraband prior to the start of the session.
- g. Ensure all arrestees are properly restrained and controlled.
- h. Arrange for transport of arrestees to and from the courtroom and the Whitfield County Sheriff's Office (WCSO).

C. Courtroom Access / Security

- 1. Prior to court proceedings beginning, two (2) Officers shall be required to screen persons entering the courtroom. The purpose of these security screenings is to ensure court attendees are not in possession of weapons, contraband, or other items that would affect the security and operations of the court. Handheld and / or portable walk-through metal detectors and visual searches shall be used to aid the screenings. Individuals with pacemakers shall be manually searched by the Officer(s) providing courtroom security.
- 2. Persons seeking entry into the courtroom are subject to a limited search for administrative purposes. Any person who refuses to surrender a suspicious object or container, or to submit to a search of themselves or containers in their possession, shall be denied access.
- 3. Articles being carried, such as purses, umbrellas, suitcases, briefcases (except those carried by attorneys), packages, boxes, bags, or any item of a suspicious nature, shall not be allowed into the courtroom.
- 4. Once court proceedings begin, at least one (1) Officer shall provide security inside the courtroom. This Officer shall be responsible for handcuffing and maintaining control of defendants that have been ordered to be placed into custody by the judge. After taking a defendant into custody, the Officer shall notify the Whitfield County 911 Center that the person is ready to be transported to the ~~Whitfield County Jail~~ WCSO.

D. Use of Restraints

Defendants that are already in custody at the WCSO may be transported to the DMC courtroom at the request of the judge. Handcuffs shall be used to restrain

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persons ordered to be placed into custody by the judge. At no time shall prisoners be left unattended.

- E. In the event a prisoner escapes from the DMC courtroom, the following notifications, reports, and actions shall be initiated.
1. Notifications to be made of prisoner escape:
 - a. Notify the Whitfield County 911 Center, and, when available, specifically provide:
 - (1) The location of the escape
 - (2) The escapee's direction of travel
 - (3) The physical description of the escapee
 - (4) The charges pending against the escapee
 - (5) The apprehension efforts that are being undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the Watch Commander. The Watch Commander shall have the responsibility for the notification of:
 - (1) The Patrol Division Commander
 - (2) The Chief of Police
 2. Reports to be prepared:
 - a. Prepare an appropriate incident report.
 - b. Forward a copy of the report to the Patrol Division Commander.
 3. Further actions to be taken:
 - a. Have the Whitfield County 911 Center send a BOLO message to surrounding agencies, if apprehension has not been made.
 - b. An administrative review shall be initiated by the Patrol Division Commander.
 - c. Obtain an arrest warrant, if immediate apprehension efforts fail.
- F. Anytime a threat is made to the facility, the judge, or any person inside the facility, an incident report shall be completed and forwarded to the Criminal Investigations Division for further investigation. The Patrol Division Commander or his / her designee shall notify the Chief of Police in writing and ensure the notifications of

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any other appropriate outside agencies are made when an incident occurs that threatens the DMC facility or any person therein.

IV. **Municipal Court Facility**

- A. The courtroom shall have one path of ingress and egress for all visitors. This shall be the main entrance / exit of the courtroom.
- B. The courtroom may have ~~has two (2)~~ additional exits that can be utilized in an emergency situation. An emergency evacuation plan shall be posted to help direct people to hazard-free areas.
- C. The courtroom shall be equipped with two (2) fire extinguishers in case of a fire.
- D. While court is in session, a first aid kit shall be immediately available in case of emergencies and shall be located at the main entrance / exit to the courtroom.
- E. A search of the courtroom / facilities shall be completed by the Officers assigned to provide security immediately prior to the beginning of each court session. This ~~will~~ is conducted to ensure that there are no weapons, contraband, or other items that would affect the security and operation of the court. This inspection shall be documented and the form forwarded to the Patrol Division Special Operations ~~Sergeant~~ Supervisor.
- F. If an item is found to be odd or unusual, the Officer shall leave the item alone, secure the area, and contact the Watch Commander.

V. **City Council Meetings and other Municipal Meetings**

- A. An Officer(s) shall be assigned to provide security for Dalton City Council meetings and other municipal meetings, as needed.
- B. The Officer shall wear the Class A or Class B uniform.
- C. The Officer's duties shall include:
 - 1. Protection of the Mayor and City Council members.
 - 2. Performing other duties as required by the Mayor or City Council members.

VI. **Emergency Procedures for Municipal Court and Municipal Meetings**

- A. Hostage Situation
 - 1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
 - 2. Evacuate persons, if possible.
 - 3. Follow guidelines as described in directive GO12-6.3, All Hazards Plan.

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B. Bomb Threat, Natural Disaster, and Civil Disturbance

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Follow guidelines as described in directive GO12-6.3 All Hazards Plan.

C. Medical Emergency

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Administer first aid, as needed.
3. Make other notifications, as determined necessary.

D. Fire

1. Notify the Whitfield County 911 Center and advise the nature of the emergency.
2. Evacuate persons, if possible.
3. Make other notifications, as determined necessary.

VII. **Security Survey**

A. Once every ~~three~~ two (2) years, the Support Service Division Commander or his / her designee shall be responsible for conducting a survey of the DMC courtroom security procedures. The survey shall include plans and procedures to address:

1. Emergencies (fire, medical, hostage, bomb threat, disaster, etc.)
2. High risk trials, if any
3. Searches, both routine and special situations
4. Use of restraining devices in court
5. Equipment inspections, to include fire suppression, medical supplies, restraining devices, communications, weapons, metal detectors, and alarms

B. The completed security survey shall be forwarded to the Chief of Police.

C. If the survey identifies deficiencies or potential security issues, the Patrol Division Commander shall review and make appropriate adjustments to the plans and procedures used when providing security at court sessions and other municipal meetings.

RESTRICTED LAW ENFORCEMENT DATA

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

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 06/01/22 - 06/30/22 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	5	1.75%	0	15.4	0	1.2	5	0.00	1	57.10	157.433331	3.42
113	Cooking fire, confined to container	1	0.35%	0	11	0	1	4	0.00	1	5.00	2.549999	4.58
118	Trash or rubbish fire, contained	2	0.70%	0	3.5	0	0	1	0.00	0	0.55	1.066666	4.20
131	Passenger vehicle fire	1	0.35%	0	6	0	0	2	0.00	0	3.80	3.750000	3.68
142	Brush or brush-and-grass mixture fire	1	0.35%	0	3	0	0	1	0.00	0	4.25	4.250000	5.70
151	Outside rubbish, trash or waste fire	1	0.35%	0	3	0	0	1	0.00	0	0.80	.800000	8.63
154	Dumpster or other outside trash receptacle fire	2	0.70%	0	3.5	0	0	1	0.00	0	1.08	2.150000	4.16
311	Medical assist, assist EMS crew	171	59.79%	0	0	3.13	0	0	1.02	0	1.00	170.666660	4.30
322	Motor vehicle accident with injuries	12	4.20%	0	0.25	5.67	0.33	0.08	1.83	0.33	4.57	25.199997	3.96
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	0	0	7	0	0	2.00	0	2.80	2.466666	3.72
324	Motor vehicle accident with no injuries.	6	2.10%	0	0	5	0.17	0	1.67	0.17	2.44	13.016666	4.59
353	Removal of victim(s) from stalled elevator	1	0.35%	0	0	6	0	0	2.00	0	2.40	2.300000	6.83
424	Carbon monoxide incident	1	0.35%	0	6	0	2	2	0.00	1	4.27	4.233333	3.78
442	Overheated motor	1	0.35%	0	4	0	0	1	0.00	0	0.87	.866666	3.77
444	Power line down	2	0.70%	0	3	0	0	1	0.00	0	1.87	3.750000	3.91
445	Arcing, shorted electrical equipment	2	0.70%	0	9	0	0.5	3	0.00	0.5	1.74	3.100000	4.17
500	Service Call, other	2	0.70%	0	1.5	0	1.5	0.5	0.00	0.5	1.70	3.400000	5.71

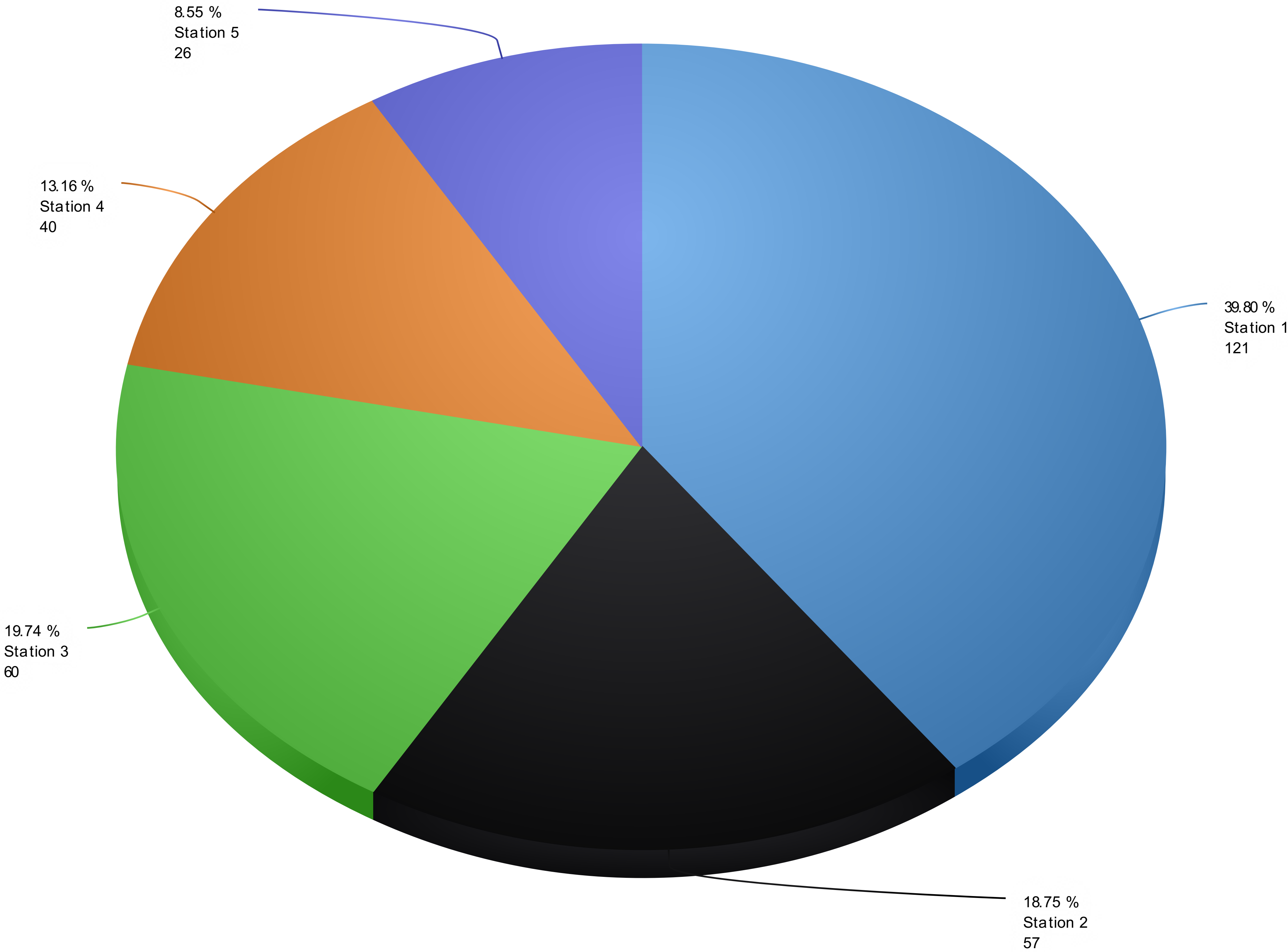
CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
522	Water or steam leak	1	0.35%	0	3	0	0	1	0.00	0	3.90	3.900000	6.33
542	Animal rescue	1	0.35%	0	6	0	0	2	0.00	0	1.60	1.150000	8.83
551	Assist police or other governmental agency	1	0.35%	0	3	0	0	1	0.00	0	1.20	1.200000	0.73
553	Public service	2	0.70%	0	1.5	1.5	0	0.5	0.50	0	1.10	2.200000	3.22
561	Unauthorized burning	2	0.70%	0	3.5	0	0	1	0.00	0	1.08	2.083333	6.62
611	Dispatched & canceled en route	18	6.29%	0	2.67	2.72	0.28	0.89	0.89	0.22	0.28	4.699997	0.00
622	No incident found on arrival at dispatch address	8	2.80%	0	4.25	2.13	0.88	1.38	0.63	0.63	1.33	8.449998	4.41
650	Steam, other gas mistaken for smoke, other	1	0.35%	0	3	0	0	1	0.00	0	0.75	.750000	9.93
651	Smoke scare, odor of smoke	3	1.05%	0	13.33	0	0.67	4	0.00	0.67	5.99	14.283331	4.30
700	False alarm or false call, other	1	0.35%	0	16	0	1	5	0.00	1	2.55	1.183333	4.25
730	System malfunction, other	1	0.35%	0	15	0	1	5	0.00	1	5.60	5.333333	2.33
733	Smoke detector activation due to malfunction	3	1.05%	0	10	0	0.67	3.33	0.00	0.67	2.67	5.849999	5.12
734	Heat detector activation due to malfunction	2	0.70%	0	11.5	0	1	3.5	0.00	0.5	3.54	7.166666	2.43
735	Alarm system sounded due to malfunction	5	1.75%	0	12.4	0	1.2	4	0.00	1	6.35	22.349998	3.09
736	CO detector activation due to malfunction	1	0.35%	0	7	0	1	2	0.00	1	5.47	4.199999	6.87
741	Sprinkler activation, no fire - unintentional	2	0.70%	0	11.5	0	1	4	0.00	1	6.46	11.499999	3.22
742	Extinguishing system activation	1	0.35%	0	14	0	1	4	0.00	1	12.00	4.300000	4.73
743	Smoke detector activation, no fire - unintentional	6	2.10%	0	12.67	0	1.67	4	0.00	1.17	2.39	11.449997	4.68
744	Detector activation, no fire - unintentional	3	1.05%	0	13.67	0	1.67	4.33	0.00	1.33	7.33	9.399997	3.74

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
745	Alarm system activation, no fire - unintentional	12	4.20%	0	12.25	0	1.08	4	0.00	0.92	3.74	28.916661	4.41
Totals		286	100%	0	2.64	2.50	0.27	0.85	0.81	0.21	2.71	551.37	4.05
Mutual Aid Given Incidents		18											

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

Incidents by Stations

06/01/2022-06/30/2022



Total of Station: 304

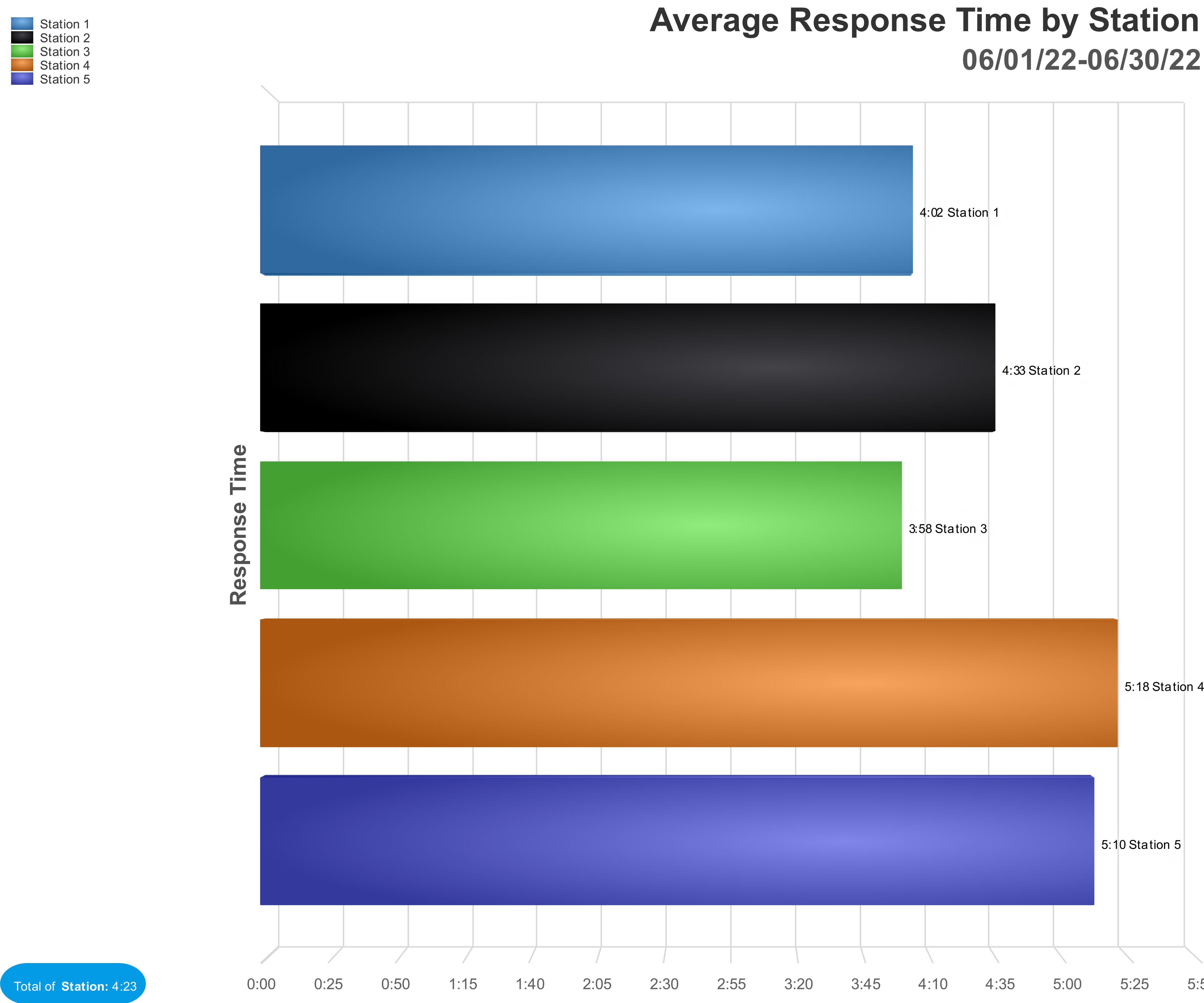
Response Summary by Station

Report Period: 06/01/22 - 06/30/22 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
1	121	6.61	65.29	28.1	4.17
2	57	7.02	47.37	45.61	1.97
3	60	0	70	30	2.07
4	40	0	67.5	32.5	1.38
5	26	3.85	76.92	19.23	0.9

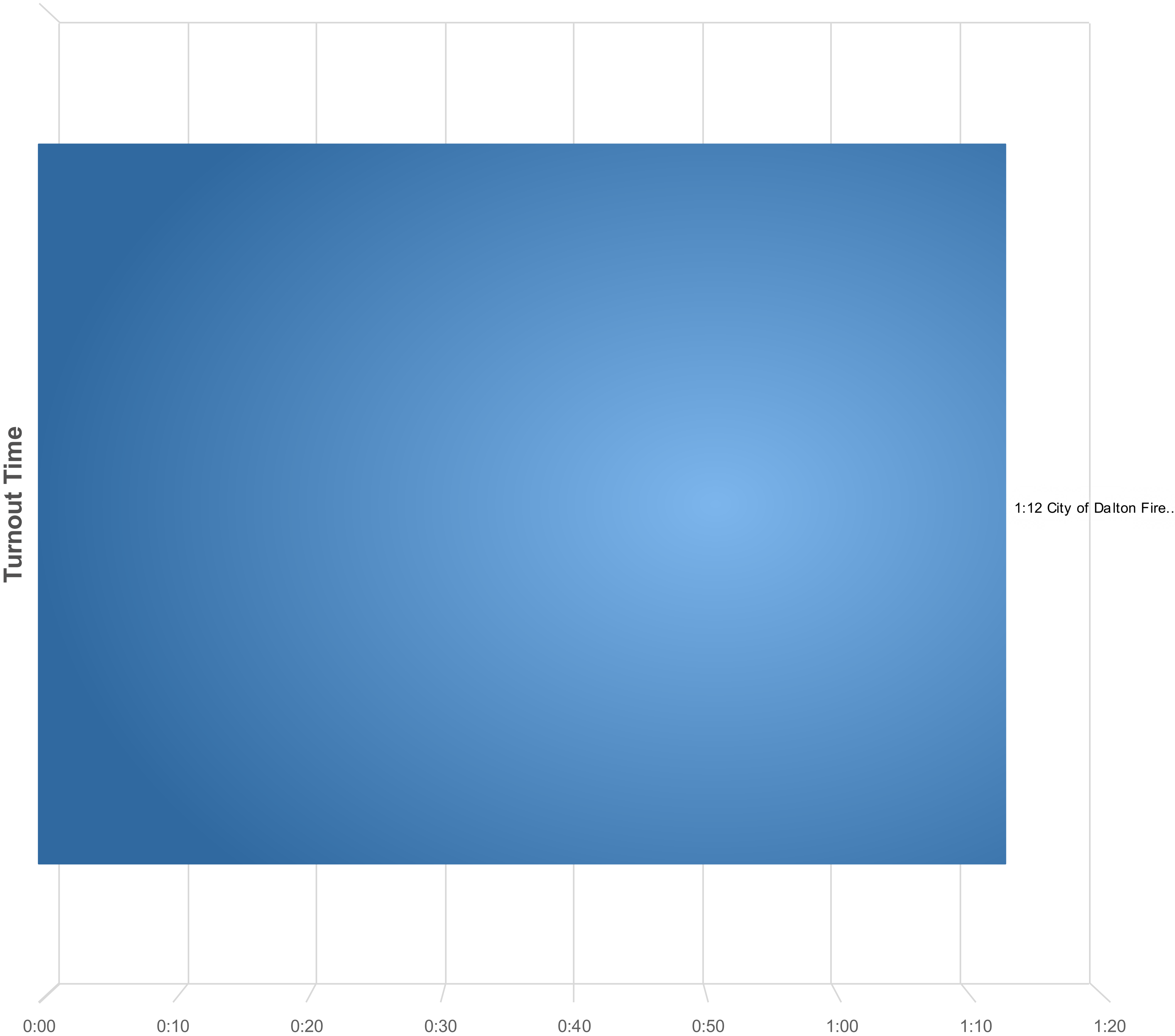
Total 304

07/12/22 07:39:50



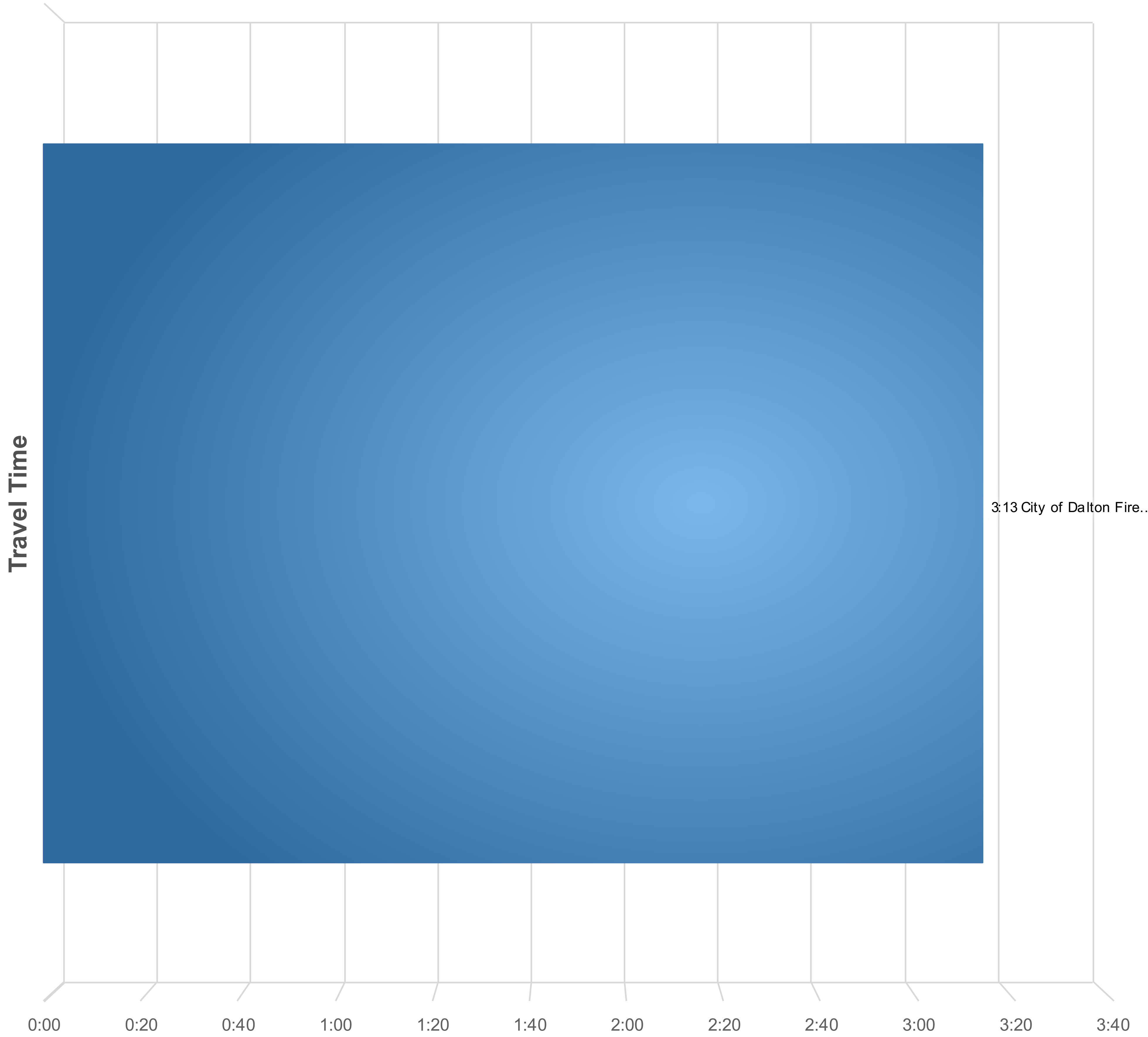
Department Average Turnout Time (Alarm-> First En Route)

06/01/22-06/30/22



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

06/01/22-06/30/22



Breakdown by Incident Type

Report Period: 06/01/22 - 06/30/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	171	0
611 Dispatched & canceled en route	29	0
322 Motor vehicle accident with injuries	15	0
745 Alarm system activation, no fire - unintentional	13	0
622 No incident found on arrival at dispatch address	8	0
324 Motor vehicle accident with no injuries.	7	0
743 Smoke detector activation, no fire - unintentional	6	0
735 Alarm system sounded due to malfunction	5	0
111 Building fire	5	0
651 Smoke scare, odor of smoke	4	0
733 Smoke detector activation due to malfunction	3	0
744 Detector activation, no fire - unintentional	3	0
444 Power line down	3	0
445 Arcing, shorted electrical equipment	2	0
500 Service Call, other	2	0
118 Trash or rubbish fire, contained	2	0
154 Dumpster or other outside trash receptacle fire	2	0
741 Sprinkler activation, no fire - unintentional	2	0
734 Heat detector activation due to malfunction	2	0
553 Public service	2	0
561 Unauthorized burning	2	0
650 Steam, other gas mistaken for smoke, other	1	0
700 False alarm or false call, other	1	0
730 System malfunction, other	1	0
742 Extinguishing system activation	1	0
736 CO detector activation due to malfunction	1	0
131 Passenger vehicle fire	1	0
142 Brush or brush-and-grass mixture fire	1	0

07/12/22 07:36:20

Incident Type	Incidents	Exposures
151 Outside rubbish, trash or waste fire	1	0
113 Cooking fire, confined to container	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0
522 Water or steam leak	1	0
542 Animal rescue	1	0
551 Assist police or other governmental agency	1	0
353 Removal of victim(s) from stalled elevator	1	0
424 Carbon monoxide incident	1	0
442 Overheated motor	1	0

	Incidents	Exposures
Total	304	0

Staff Hours by Incident Type

Report Period: 06/01/22 - 06/30/22 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	170.44
111 Building fire	157.43
322 Motor vehicle accident with injuries	30.45
745 Alarm system activation, no fire - unintentional	29.77
735 Alarm system sounded due to malfunction	22.35
651 Smoke scare, odor of smoke	16.60
324 Motor vehicle accident with no injuries.	14.34
741 Sprinkler activation, no fire - unintentional	11.50
743 Smoke detector activation, no fire - unintentional	11.44
744 Detector activation, no fire - unintentional	9.40
611 Dispatched & canceled en route	9.21
622 No incident found on arrival at dispatch address	8.45
734 Heat detector activation due to malfunction	7.17
733 Smoke detector activation due to malfunction	5.85
444 Power line down	5.45
730 System malfunction, other	5.33
742 Extinguishing system activation	4.30
142 Brush or brush-and-grass mixture fire	4.25
424 Carbon monoxide incident	4.23
736 CO detector activation due to malfunction	4.20
522 Water or steam leak	3.90
131 Passenger vehicle fire	3.75
500 Service Call, other	3.40
445 Arcing, shorted electrical equipment	3.10
113 Cooking fire, confined to container	2.55
323 Motor vehicle/pedestrian accident (MV Ped)	2.47
353 Removal of victim(s) from stalled elevator	2.30
553 Public service	2.20

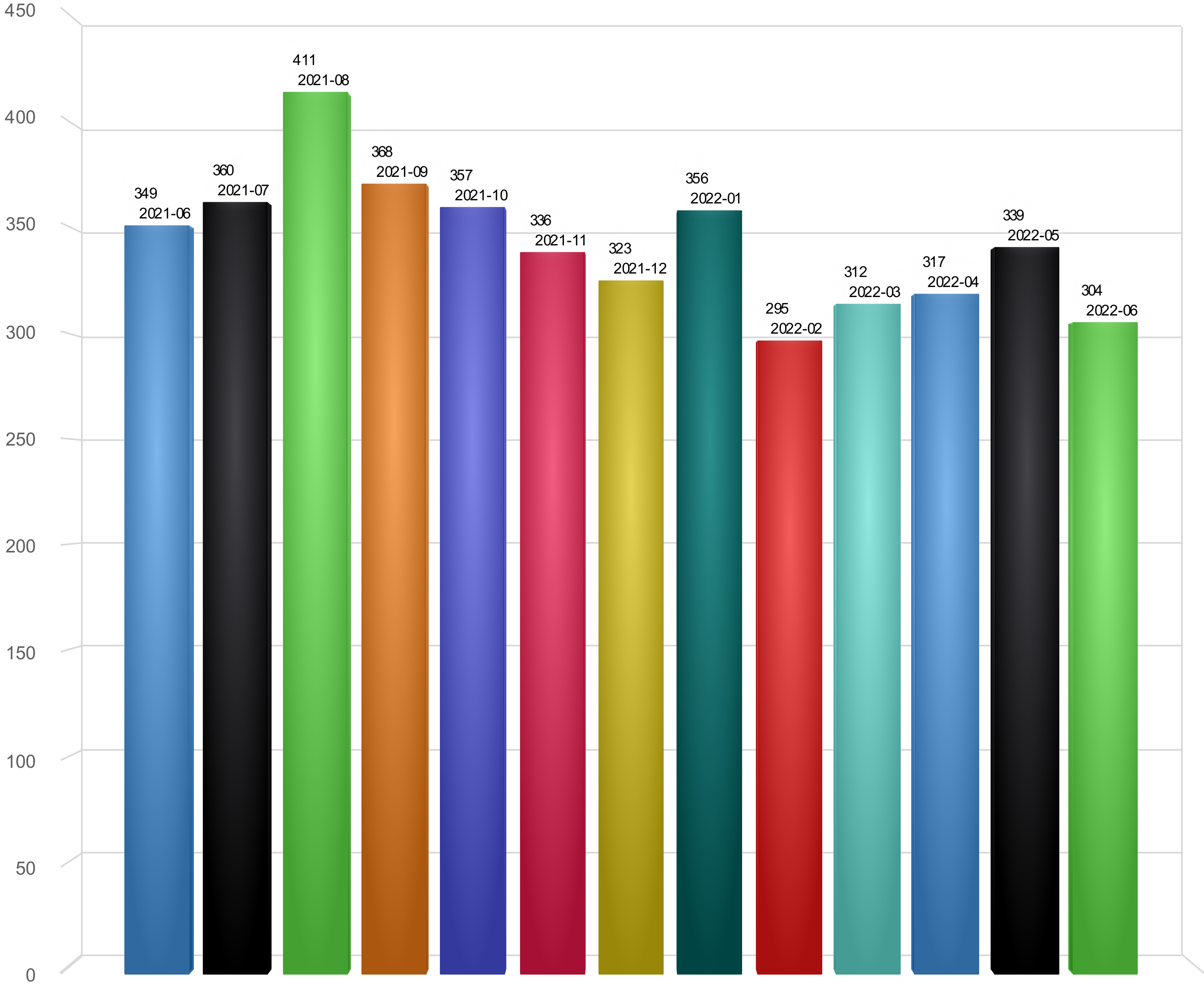
Incident Type	Hours
154 Dumpster or other outside trash receptacle fire	2.15
561 Unauthorized burning	2.08
551 Assist police or other governmental agency	1.20
700 False alarm or false call, other	1.18
542 Animal rescue	1.15
118 Trash or rubbish fire, contained	1.07
442 Overheated motor	0.87
151 Outside rubbish, trash or waste fire	0.80
650 Steam, other gas mistaken for smoke, other	0.75

Total	567.08
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Incidents by Months

06/01/2021-06/30/2022

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



Incident Count

Total of Month: 4,427

BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

(Dates: 06/01/22 - 06/30/22 23:59:59)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (Incident Type 110–129)		Number of Fires	Number of Civilian Fire Casualties		Est. Property Damage and Contents from Fire
			Deaths	Injuries	
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	2	0	0	185,000
2	Apartments (3 or more families) (FPU 429)	2	0	0	26,000
3	Hotels and Motels (FPU 449)	0	0	0	0
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459–499)	0	0	0	0
5	TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)	4	0	0	211,000
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100–199)	2	0	0	0
7	Schools and Colleges (FPU 200–299)	0	0	0	0
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300–399)	0	0	0	0
9	Stores and Offices (FPU 500–599)	0	0	0	0
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600–799)	1	0	0	6,000
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800–899)	0	0	0	0
12	Other Structures (outbuildings, bridges, etc.) (FPU 900–999)	1	0	0	0
13	TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)	8	0	0	217,000
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131–132, 136–137)	1	0	0	1,500
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133–135, 138)	0	0	0	0
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161–162, 164, 170–173)	0	0	0	0
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved. (IT 142–143)	1	0		
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150–155)	3	0		
18	All Other Fires. (IT 100, 160, 163)	0	0	0	0
19	TOTALS FOR FIRES (Sum of lines 13 through 18)	13	0	0	221,000
20	Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300–381)	191			
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700–746)	37			
22	Mutual Aid Responses Given	18			
23a	Hazardous Materials Responses (spills, leaks, etc.) (IT 410–431)	1			
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440–482, 400)	5			
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200–251, 500–699, 800–911)	39			
25	TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)	304			

Confined Fires

(Dates: 06/01/22 - 06/30/22 23:59:59; Incident Types: 110-129)

		Number of Confined Fires	Number of Nonconfined Fires
5	Residential Fires	0	4
13	Structure Fires	3	5

Breakdown of False Alarm Responses

(Dates: 06/01/22 - 06/30/22 23:59:59; Incident Types: 700-799)

	Type of False Alarm	Number of Incidents
1	Malicious, Mischievous False Call (IT 710-715)	0
2	System Malfunction (IT 730-739)	12
3	Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	24
4	Other False Alarms (bomb scares, etc.) (IT 721, 751, 700)	1

Intentionally Set Fires in Structures and Vehicles

(Dates: 06/01/22 - 06/30/22 23:59:59; Incident Types: 110-139; Cause of Ignition: 1)

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

Training Division Monthly Report

June 2022

Overview

Recruit Class 2022-01 concluded during June with 3 new firefighters graduating the program. The Training Division delivered a 40-hour fire officer training program to 10 personnel who are aspiring company officers. The Fire Prevention Division hosted a 2-day training program on sprinkler system design and fire pump systems delivered by Fire Design Concepts, LLC. This course was attended by all 4 members of the Fire Prevention Division along with numerous local sprinkler contractors. 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 June totaled 4,571.

Outside Schools

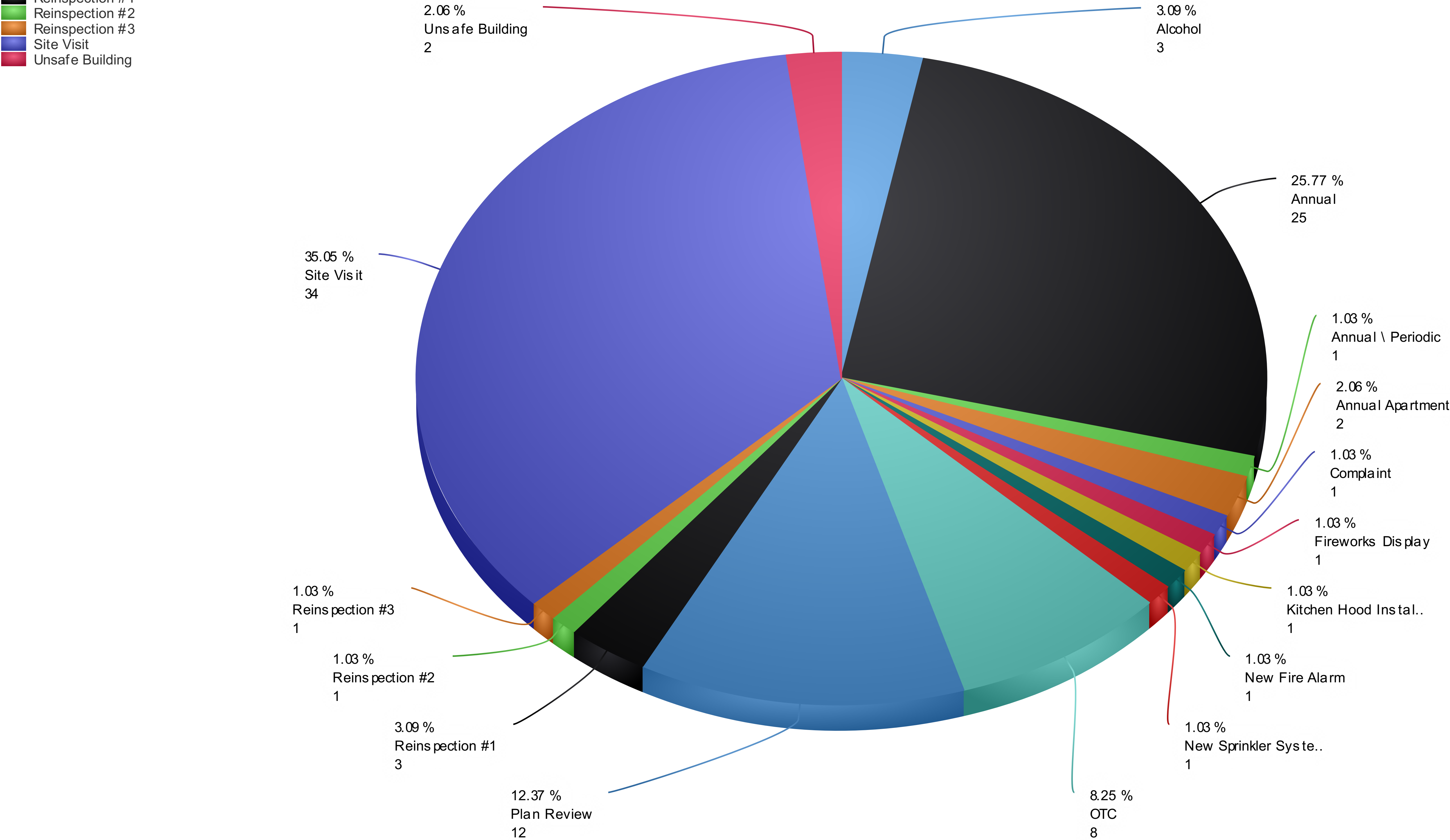
1 staff officer attended Critical Asset Management along with Critical Infrastructure Resilience and Community Lifelines courses delivered by Texas A&M Engineering Extension Service (TEEX) hosted by Whitfield County Emergency Management.

3 hazardous materials team members attended the International Association of Fire Chiefs (IAFC) 2022 Hazardous Materials Conference in Baltimore, Maryland.

Inspection Visit History by Inspection Type

06/01/2022-06/30/2022

- Alcohol
- Annual
- Annual \ Periodic
- Annual Apartment
- Complaint
- Fireworks Display
- Kitchen Hood Installation
- New Fire Alarm
- New Sprinkler System
- OTC
- Plan Review
- Reinspection #1
- Reinspection #2
- Reinspection #3
- Site Visit
- Unsafe Building



Total of Inspection Type: 97

YEAR-TO-DATE BUDGET REPORT

06/30/2022

FOR 2022 06									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0010									
350000	511100 WAGES REG	5,832,000	90,000	5,922,000	2,599,434.10	.00	3,322,565.90	43.9%	
350000	511100 COVID REG-OT-COV	0	0	0	629.74	.00	-629.74	100.0%	
350000	511300 WAGES - OT	501,400	0	501,400	207,040.76	.00	294,359.24	41.3%	
350000	512100 GROUP INS	1,061,150	0	1,061,150	510,974.76	.00	550,175.24	48.2%	
350000	512200 FICA & MED	485,000	6,880	491,880	213,550.65	.00	278,329.35	43.4%	
350000	512200 COVID FICA-COVID	0	0	0	41.21	.00	-41.21	100.0%	
350000	512401 RETDCP	355,000	0	355,000	166,503.98	.00	188,496.02	46.9%	
350000	512401 COVID DB-DC-COVI	0	0	0	56.64	.00	-56.64	100.0%	
350000	512402 RET DBP	486,000	0	486,000	227,463.52	.00	258,536.48	46.8%	
350000	512403 RET STATE	28,800	0	28,800	12,950.00	.00	15,850.00	45.0%	
350000	512700 WORKERS CO	106,090	0	106,090	53,044.98	.00	53,045.02	50.0%	
350000	512900 OTHER EMPL	35,200	0	35,200	17,863.05	2,950.33	14,386.62	59.1%	
350000	512915 CLEANING A	49,900	0	49,900	2,918.82	541.66	46,439.52	6.9%	
350000	512950 FD CANCER	18,500	0	18,500	.00	.00	18,500.00	.0%	
350000	521200 HAZM PROFESSION	14,000	0	14,000	12,981.00	.00	1,019.00	92.7%	
350000	521210 LEGAL FEES	4,800	0	4,800	807.00	.00	3,993.00	16.8%	
350000	522140 LAWN CARE	4,000	0	4,000	2,201.25	.00	1,798.75	55.0%	
350000	522210 BUILD R&M	60,000	0	60,000	20,926.41	331.50	38,742.09	35.4%	
350000	522220 EQ REPAIRS	24,000	0	24,000	11,610.03	287.44	12,102.53	49.6%	
350000	522220 APPA MTN APP	95,000	0	95,000	49,680.33	2,143.39	43,176.28	54.6%	
350000	522320 RENT EQUIP	4,800	0	4,800	1,591.52	.00	3,208.48	33.2%	
350000	523100 INSURANCE	32,980	4,050	37,030	37,002.28	.00	27.72	99.9%	
350000	523200 COMMUNICAT	32,500	0	32,500	16,689.23	.00	15,810.77	51.4%	
350000	523500 TRAVEL	28,000	0	28,000	11,330.83	.00	16,669.17	40.5%	
350000	523600 DUES	6,600	0	6,600	1,216.00	.00	5,384.00	18.4%	
350000	523630 RADIO SUBC	11,900	0	11,900	10,492.20	.00	1,407.80	88.2%	
350000	523640 VEHICLE IM	1,100	0	1,100	950.00	.00	150.00	86.4%	
350000	523700 TRAINING	28,000	0	28,000	17,799.66	.00	10,200.34	63.6%	
350000	523850 CONTRACT L	0	0	0	3,229.50	.00	-3,229.50	100.0%	
350000	523900 OTHER PUR	0	0	0	310.50	.00	-310.50	100.0%	
350000	523920 SOFT LIC	22,500	0	22,500	22,115.48	.00	384.52	98.3%	
350000	531100 SUP GENERA	25,000	0	25,000	9,558.38	75.64	15,365.98	38.5%	
350000	531110 SUP OFFICE	5,000	0	5,000	946.25	.00	4,053.75	18.9%	
350000	531120 UNIFORMS	140,000	0	140,000	68,122.77	.00	71,877.23	48.7%	
350000	531150 SUP GROUND	3,250	0	3,250	167.46	.00	3,082.54	5.2%	
350000	531200 UTILITIES	125,500	0	125,500	64,477.81	.00	61,022.19	51.4%	
350000	531250 OIL	5,000	0	5,000	990.39	.00	4,009.61	19.8%	
350000	531270 GASOLINE	55,000	-40,000	15,000	17,119.56	.00	-2,119.56	114.1%	
350000	531275 DIESEL	0	72,000	72,000	18,437.49	.00	53,562.51	25.6%	
350000	531300 MEALS FOOD	2,000	0	2,000	620.44	.00	1,379.56	31.0%	
350000	531600 SMALL EQUI	31,000	0	31,000	.00	.00	31,000.00	.0%	
350000	531700 OTHER SUPP	15,500	0	15,500	1,758.98	.00	13,741.02	11.3%	
350000	531700 HAZM OTHER SUPP	9,500	0	9,500	1,430.26	.00	8,069.74	15.1%	

YEAR-TO-DATE BUDGET REPORT 06/30/2022

FOR 2022 06									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0010									
350000	531700 SAFET OTHER SUPP	5,000	0	5,000	3,874.00	.00	1,126.00	77.5%	
350000	542500 OTHER EQUI	4,000	0	4,000	743.51	.00	3,256.49	18.6%	
	TOTAL GENERAL FUND - OPERATING	9,754,970	132,930	9,887,900	4,421,652.73	6,329.96	5,459,917.31	44.8%	
	TOTAL EXPENSES	9,754,970	132,930	9,887,900	4,421,652.73	6,329.96	5,459,917.31		

7/5/2022

City of Dalton
Finance Department
300 W. Waugh St.
Dalton, Georgia 30120-4268

Attn: Cindy Jackson- CFO

RE: Self-Contained Breathing Apparatus 2022

Ms. Jackson,

Included is our response to your RFP, Self-Contained Breathing Apparatus 2022. We appreciate the opportunity to present a response to the stated specifications.

Municipal Emergency Services, INC. (MES) has quickly grown to be the largest supplier of equipment to first responders in North America. With over 175+ sales representatives, 100+ mobile service technicians, and 17 regional service centers strategically located around the United States, we can assure that we provide the best products and services available. Based in Georgia, we have three mobile onsite Service Technicians, a Rescue Tool Specialist, and three Sales Representatives. Additional resources can be pulled from neighboring states. **WE** can bring **SERVICE** and **TRAINING** to your door.

MES is a 3M Scott Safety 5 Star Service Provider. The 5 Star Service Provider Designation represents a commitment to customer service and training, through highly trained certified technicians as well as our commitment to support all 3M Scott Safety Products. MES is one of only a handful of 5 Star Scott Service Providers in the Country and the only one in the State of Georgia. Submitted for review is the 5 Star Service Provider designation.

The MES Vendor Number is 130026.

Our proposal reflects special pricing available for this order in the quantities that have been specified.

We welcome the opportunity to meet with your representatives to answer any questions, provide additional information, and illustrate how efficient local representation from MES can serve the City of Dalton and build upon the established relationships.

We look forward to working with you all on this project.

Respectfully,


Jeremy Adams, Northwest Georgia Sales Representative
MUNICIPAL EMERGENCY SERVICES, INC.

7/5/2022

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Finance Department
300 W. Waugh St.
Dalton, Georgia 30120-4268

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Respectfully,


Jeremy Adams, Northwest Georgia Sales Representative
MUNICIPAL EMERGENCY SERVICES, INC.



BID INSTRUCTIONS

Dalton Fire Department is seeking proposals from qualified firms to provide for purchase a minimum of forty (40) new Scott Air-Pak X3 Pro SCBA's 2018 Edition. The City of Dalton reserves the right to accept or reject any or all bids.

- I. Bids must be received by **July 15, 2022 at 5:00PM.**
- II. Bids must be delivered to (by mail or presented in person at Dalton City Hall):

City of Dalton
Attn: Finance Office
300 W. Waugh ST.
Dalton, GA 30720-4268

NOTE: The City of Dalton will not pay any shipping or additional postage for packages

- III. Bids must be sealed and marked:

"Self-Contained Breathing Apparatus 2022"

- IV. Vendor Information:

- A. Product offered shall meet or exceed the detailed requirements listed in the specifications. Bidders shall indicate exactly what they are offering in response to the requirements of the bid. If primary and specific requirements are not met, your bid may be rejected.
- B. All parties submitting bids must be able to complete the City of Dalton Vendor Packet. Vendor information and vendor packets can be found on the city's website www.cityofdalton-ga.gov, under "Policies and Forms" located in the Finance Department section.

- C. All bids submitted shall be subject to acceptance or rejection and the City of Dalton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.
- D. Bidder shall submit all required forms and information simultaneously with sealed bids, which forms and information become a part of the property of the City of Dalton and will not be returned to bidders unless a written request to withdraw is received prior to **July 15, 2022 @ 5:00PM.**
- E. Any bids received thereafter will not be considered.
- F. Bids will be opened and read at the City of Dalton Finance Department located at 300 W. Waugh St. on **Monday July 18, 2022 @ 10:00AM.**
- G. Unless stated on the bid form, the bid submitted will assume all specifications will be met. Please note on the bid form all exceptions.
- H. The purchaser may consider as non-responsive, any bid in which there is an alteration of, or departure from the bid form hereto attached.

V. Questions:

For any questions please direct to the following contact
Deputy Chief Mike Russell
Email: mrussell@daltonga.gov
Phone: 706-278-7363 ext.223



SPECIFICATIONS

Summary

Dalton Fire Department is seeking proposals from qualified firms to provide for purchase a minimum of forty (40) new Scott Air-Pak X3 Pro SCBA's 2018 Edition as outlined herein

GENERAL REQUIREMENTS

Proposals shall include:

1. Full information on the make, model and specifications of the SCBA offered.
2. Information on warranty and service conditions.
3. Total cost for all equipment.
4. Expected date of delivery after contract is signed.

Specific Requirements

SCBA proposed must meet the following minimum specifications:

1. CGA Cylinder Connection
2. 4.5psi
3. Standard Harness with Parachute Buckles
4. Standard Belt with No Escape Rope
5. E-Z Flo Regulator with Quick Connect Hose (Rectus fittings)

- 6. Universal EBSS Accessory Hose
- 7. No Airline Connection
- 8. No Spare Harness Kit
- 9. Pak-Tracker
- 10. No Case
- 11. No Cylinder
- 12. No Facepiece

Please list below warranties and pricing:

Standard Warranty:

See "As Long As You Own It" Literature.

Extended Warranty Option(s)

BID FORM

TO: City of Dalton – Finance Department ATTN:
Cindy Jackson
300 W. Waugh St.
Dalton, Georgia 30120-4268

BID PKG. "Self-Contained Breathing Apparatus 2022" Total Cost: \$259,120.00

Warranty Cost(s):

No Charge

All bids submitted shall be subject to acceptance or rejection and the City of Dalton specifically reserves the right to accept or reject any or all bids, to waive any technicalities and formalities in the bidding.

Municipal Emergency Services Inc.
Name of Individual, Partner or Corporation

Ward Petrie SVP Finance

Title



Authorized Signature

Municipal Emergency Services, INC.
Company

12 Turnberry Lane

Address

Sandy Hook, CT, 06482

City, State, Zip Code

203-304-4110

Company phone number

BIDDERS DECLARATION

The bidder understands, agrees and warrants:

- That the bidder has carefully read and fully understands the full scope of the specifications.
- That the bidder has the capability to successfully undertake and complete the responsibilities and obligations in said specifications.
- That this bid may be withdrawn by requesting such withdrawal in writing at any time prior to **July 15, 2022 at 5:00PM**, but may not be withdrawn after such date and time.
- That the City of Dalton reserves the right to reject any or all bids and to accept that bid which will, in its opinion, best serve the public interest. The City of Dalton reserves the right to waive any technicalities and formalities in the bidding.
- That by submission of this bid the bidder acknowledges that the City of Dalton has the right to make any inquiry or investigation it deems appropriate to substantiate or supplement information supplied by the bidder.

BIDDER:

Ward Petrie
Name

SVP Finance
Title

Name

Title



6701-C Northpark Blvd
Charlotte, NC 28218

Quote

Quote # QT1582784
Date 05/13/2022
Expires 08/22/2022
Sales Rep Adams, Jeremy L
Shipping Method FedEx Ground
Customer DALTON FIRE DEPARTMENT- GA
Customer # C37960

Bill To
DALTON FIRE DEPARTMENT
404 SCHOOL ST.
DALTON GA 30720
United States

Ship To
DALTON FIRE DEPARTMENT
404 SCHOOL ST.
DALTON GA 30720
United States

Qty	Alt Item #	Units	Description	QTY	Unit Price	Amount
X8814025305303			Alr-Pak X3 Pro SCBA (2018 Edition) with CGA Cylinder Connection, 4.5, Standard Harness with Parachute Buckles, Standard Belt with No Escape Rope, E-Z Flo Regulator with Quick Connect Hose (Rectus fittings), Universal EBSS Accessory Hose, No Airline Connection, No Spare Harness Kit, Pak-Tracker, No Case, Packaged 1 SCBA Per Box (Black)	40	\$6,478.00	\$259,120.00

Subtotal \$259,120.00
Shipping Cost \$0.00
Tax Total \$0.00
Total \$259,120.00

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.



QT1582784



FIVE STAR SERVICE CENTER

is hereby granted to

Municipal Emergency Services
for successfully meeting the requirements thereof
and demonstrating service excellence

This 1st day of January, two thousand and twenty two
Certification valid until December 31st 2023

Keith Shaffer

Technical Support Manager / USAC

Thomas Riley

Director, Global Service & Repair



FINDLAY ROOFING & CONSTRUCTION, INC.

4181 JVL Industrial Park Drive, Marietta, GA 30066

Phone: 770-516-5806 Fax: 770-928-6262



Proposal

Date: July 8, 2022
Project Name: Installation of Shingle Roof
Dalton Fire Department Station Four
Project Address: 1800 Dug Gap Road
Dalton, GA 30720
Contact: Mike Russell
Email: mrussell@daltonga.gov

Total Proposal Amount

\$23,820.00

For the indicated dollar amounts, we hereby propose to provide the following scope of services:

1. Areas, sections and/or buildings included within this bid: All roof areas of the fire station building with an existing shingle roof. Approximately 96 Squares including waste. 39 squares provided by Tamko (material only).
2. Existing Conditions
 - a. Tear-off
 - i. Remove and dispose of the existing shingle roofing system.
 - ii. Remove 2 existing HVAC stacks over garage bays and close in openings.
 - iii. Findlay Roofing will provide dump trailers for all job-related debris removal.
 - b. Deck Preparation/ Remediation/ Replacement
 - i. Inspect the existing deck boards and replace as needed. **5 sheets included in bid.** Damaged deck boards will be replaced as needed at an additional cost to the building owner charge at \$80/sheet. This charge will be added as needed to the final invoice for this job.
3. Tamko Architectural Shingle Roofing
 - a. Shingle Roof System
 - i. Install new self-adhering synthetic membrane and new drip edge on all rakes/eaves.
 - ii. Line all valleys and roof penetrations with ICE & WATER shield.
 - iii. All flashings will be removed and replaced.
 - iv. Replace plumbing boots.
 - v. Install starter and roof shingles.
 - vi. Install Hip and Ridge shingles and Ridge Vents.
 - vii. Protect landscaping. Clean grounds of debris, using a magnet bar to pick up nails. Clean out gutters.
 - viii. Roof will be secured against inclement weather at the end of each day.
4. Project timeline
 - a. Project Execution
 - i. Contract executed
 - ii. Materials ordered and crew scheduled – maximum of 15 days
 - iii. Crew on site, demo started, and project completed – 4 days with excused potential delays

5. General/ Exclusions/ Warranty

- a. Notes
 - i. This estimate includes all lifting, hoisting, and staging of materials.
 - ii. This estimate was based on field measurements.
 - iii. Proposal good for 60 days.
 - iv. This estimate includes clean-up of all debris resulting from this scope of work.
 - v. This estimate does not include any other building or sections adjacent to this building nor does it include any mechanical, electrical, or plumbing work.
 - vi. This estimate does not include any gutter, masonry, or stucco work.

6. Addendums – No addendums

Warranty – Provide a Tamko Roofing Systems Materials Warranty of 25-Years & provide a Findlay Roofing Labor & Workmanship warranty of 10-Years.

7. Payment Terms

- a. 100% balance payment due within 30 days of completion.

Authorized Findlay Roofing Representative: Phillip Hayes Date: 07/08/2022

ACCEPTANCE OF BID - The prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Customer Signature: _____ Date: _____

Printed Name: _____ Title: _____