

**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, AUGUST 24, 2021  
8:30 AM  
300 WEST WAUGH ST**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- 1.** Police Department Life Saving Awards - Officer Steven Herrera, Officer Joshua Bethune, Officer Zach Bell
- 2.** Police Department New Employee Confirmation - Officer Grant Mantooth, Officer Daniel Jones
- 3.** Police Department Employee Promotion Confirmation - Lieutenant Sam Eaton, Sergeant Jacob Burger

**Approval of Minutes**

- 4.** July 27, 2021

**Police Department**

- 5.** Crime and Crash Statistics July, 2021
- 6.** Financial Statistics July, 2021
- 7.** Written Directive Review

**Fire Department**

- 8.** Statistical Report for July, 2021
- 9.** Financial Report for July, 2021
- 10.** Review SOG & SOP
  1. SO-1 Use of Station Log Book
  2. GP-3 Professional Grooming
  3. T-1 Travel Expense Reimbursement

**Adjournment**

**William C Cason III**  
Chief of Police  
[www.daltonpd.com](http://www.daltonpd.com)  
[www.daltonga.gov](http://www.daltonga.gov)



Public Safety Commission  
Terry Mathis  
Anthony Walker  
Bill Weaver  
Truman Whitfield

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

August 24, 2021

Officer S Herrera  
Dalton Police Department  
301 Jones Street  
Dalton GA 30720

Dear Officer Steven Herrera,

I am writing to commend you for your outstanding work on July 13, 2021 at the scene of an aggravated assault on Straight St. Your willingness to enter a dangerous situation involving a violent suspect and your efforts on that scene were both selfless and a great example of the professionalism and courage we provide for our community every day. Your actions reinforce the values and mission of our department in that we aim every day to provide a safe environment with professional quality police service. I want to thank you again for your outstanding service to our community.

Best Regards,

A handwritten signature in blue ink that reads "Cliff Cason III".

Cliff Cason  
Chief of Police

*Award for*  
**OUTSTANDING**

**PERFORMANCE**



**Officer Steven Herrera**

For your dedication and unselfish acts on July 13, 2021 that directly contributed to the preservation of human life. We are proud of you and your actions. You are a direct reflection of the pride we take in our profession and a great example of the selfless acts that our men and women take to help others.

August 24, 2021

Date

Chief of Police, Cliff Cason

**William C Cason III**  
Chief of Police  
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August 24, 2021

Officer J Bethune  
Dalton Police Department  
301 Jones Street  
Dalton GA 30720

Dear Officer Joshua Bethune,

I am writing to commend you for your outstanding work on July 13, 2021 at the scene of an aggravated assault on Straight St. Your willingness to enter a dangerous situation involving a violent suspect and your efforts on that scene were both selfless and a great example of the professionalism and courage we provide for our community every day. Your actions reinforce the values and mission of our department in that we aim every day to provide a safe environment with professional quality police service. I want to thank you again for your outstanding service to our community.

Best Regards,

A handwritten signature in blue ink that reads "William C. Cason III".

Cliff Cason  
Chief of Police

*Award for*  
**OUTSTANDING**

**PERFORMANCE**



**Officer Joshua Bethune**

For your dedication and unselfish acts on July 13, 2021 that directly contributed to the preservation of human life. We are proud of you and your actions. You are a direct reflection of the pride we take in our profession and a great example of the selfless acts that our men and women take to help others.

August 24, 2021

Date

*Cliff Cason*

Chief of Police, Cliff Cason

**William C Cason III**  
Chief of Police  
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August 24, 2021

Officer Z Bell  
Dalton Police Department  
301 Jones Street  
Dalton GA 30720

Dear Officer Zach Bell,

I am writing to commend you for your outstanding work on May 20, 2021 at the scene of a motor vehicle crash on Chatsworth Hwy. Your willingness to enter a dangerous situation involving a vehicle fire and your efforts on that scene were both selfless and a great example of the professionalism and courage we provide for our community every day. Your actions reinforce the values and mission of our department in that we aim every day to provide a safe environment with professional quality police service. I want to thank you again for your outstanding service to our community.

Best Regards,

A handwritten signature in blue ink that reads "William C. Cason III". The signature is written in a cursive style.

Cliff Cason  
Chief of Police

*Award for*  
**OUTSTANDING**  
**PERFORMANCE**



**Officer Zachary Bell**

For your dedication and unselfish acts on May 20, 2021 that directly contributed to the preservation of human life. We are proud of you and your actions. You are a direct reflection of the pride we take in our profession and a great example of the selfless acts that our men and women take to help others.

August 24, 2021

Date

Chief of Police, Cliff Cason

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** GRANT ALAN MANTOOTH

**SEX/AGE:** Male/47

**EDUCATION:** December 2009 Graduate  
Associate of Applied Science Degree  
Ogeechee Technical College  
Statesboro GA

May 1992 Graduate  
Northwest Whitfield High School  
Tunnel Hill GA

**WORK:** August 2015 – April 2021  
Julian Peeples Funeral Home – Funeral Director/Embalmer  
Dalton GA

November 2012 – August 2015  
Dalton Police Department  
Dalton GA

2005 – October 2012  
Cohutta Police Department – Volunteer Reserve  
Cohutta GA

October 2003 – October 2012  
Julian Peeples Funeral Home  
Dalton GA

March 2002 – October 2003  
Dalton Police Department  
Dalton GA

**MARITAL STATUS:** Married



**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** JOHN DANIEL JONES

**SEX/AGE:** Male/36

**EDUCATION:** August 2012  
Bachelor of Science Degree  
Bryan College  
Dayton TN

May 2003 Graduate  
Northwest Whitfield High School  
Tunnel Hill GA

**WORK:** August 2015 – August 2021  
Whitfield County Sheriff's Office  
CID Sergeant (General Case)  
Dalton GA

September 2014 - August 2015  
Norfolk Southern Railway  
Freight Conductor  
Chattanooga TN

April 2007 – September 2014  
Dalton Police Dept.  
PO 1<sup>st</sup> Class  
Dalton GA

**MARITAL STATUS:** Married

**DALTON POLICE DEPARTMENT  
PROMOTION PROFILE SHEET**

**NAME:** SAMUEL BENJAMIN EATON

**EDUCATION:** 1996 Graduate  
Dalton High School  
Dalton GA

2011 Graduate  
Dalton State College  
Associate of Science

**WORK:** **Dalton Police Department**  
November 1999 – January 2009  
Patrol Division – Patrol Officer, School Resource Officer

September 2005  
Police Officer 1<sup>st</sup> Class – Patrol Division

January 2009 – June 2018  
Criminal Investigations Division – Drug Unit, Crime Scene Investigator

January 2012  
Master Police Officer – Criminal Investigation Division

June 2018  
Sergeant  
Served on patrol shift and over Drug Unit

**COMMENDATIONS:** 22 Commendation letters for performance  
Employee of the Month – June 2003

**PROMOTION ACTION:** **Lieutenant**

**DALTON POLICE DEPARTMENT  
PROMOTION PROFILE SHEET**

**NAME:** **JACOB ANDREW BURGER**

**EDUCATION:** 2001 Graduate  
Niskayuna High School  
Niskayuna, NY

2005 Graduate  
State University of NY, Morrisville NY  
Bachelor of Technology

**WORK:** **Dalton Police Department**  
December 2007-October 2015  
Patrol Officer – Patrol Division

August 2014  
Police Officer 1<sup>st</sup> Class – Patrol Division

October 2015 – Present  
Investigator – Criminal Investigation Division

April 2020  
Master Police Officer – Criminal Investigation Division

**COMMENDATIONS:** 2020 – Commendation letter – for great work in clearing a string of burglaries  
2011 – Commendation letter – for assisting Ringgold after the tornado  
2008 – Commendation letter – clearance of a graffiti case

**PROMOTION ACTION:** Sergeant

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
JULY 27, 2021

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – Life Saving Award Presentation – Officer Tyler McBrayer

Police Chief Cliff Cason presented the Life Saving Award to Officer Tyler McBrayer for his actions on the evening of June 9, 2021 where he rendered lifesaving aid to an unconscious male victim with no pulse and who was not breathing at the intersection of Morris Street and Thornton Avenue. No motion was needed.

Fire Department – Promotion Recommendations

Fire Chief Todd Pangle presented to the Commission the following Fire Department promotion recommendations:

- Prevention Division Coordinator, Matt Daniel to the rank of chief of Preventions.
- Training Division Coordinator, Keith Dempsey to the rank of Chief of Training.

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

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of June 22, 2021. On the motion of Commissioner Whitfield, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

(6) ALCOHOL APPLICATIONS

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

1. Business Owner: VIP Friends, Inc.  
d/b/a: VIP Tobacco Mart  
Applicant: Ashit Suhilkumar Kadaki  
Business Address: 785 Shugart Rd. Suite 4  
License Type: Package Beer (Retail Package Store)  
Disposition: **New**

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

2. Business Owner: Valley K Services, LLC  
d/b/a: Royal Vape  
Applicant: Umar Sheikh  
Business Address: 920 Market St. Suite F & E  
License Type: Package Beer, Package Wine (Retail Package Store)  
Disposition: **New**

(6) ALCOHOL APPLICATIONS

... Continued

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

- 3. Business Owner: Chihuahua Mexican Food, LLC  
d/b/a: Chihuahua Mexican Food  
Applicant: Rosa D. Jimenez  
Business Address: 314 North Glenwood Ave. Suite 1  
License Type: Pouring Beer, Pouring Liquor (Restaurant)  
Disposition: **New**

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

- 4. Business Owner: 706 Empire, LLC  
d/b/a: High Roller Lounge  
Applicant: Alvaro Acosta  
Business Address: 251 N. Hamilton St.  
License Type: Pouring Beer (Lounge / Pub)  
Disposition: **New**

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

- 5. Business Owner: Jaynil Maharshi, LLC  
d/b/a: Market Place  
Applicant: Bhavana S. Patel  
Business Address: 1001 Market St. Suite 23  
License Type: Pouring Beer, Pouring Wine (Amusement Arcade)  
Disposition: **New**

On the motion of Commissioner Weaver, second Commissioner Walker, the Commission approved the amended application adding “Pouring Wine” as requested by the applicant. The vote was unanimous in favor.

- 6. Business Owner: CMI Designs, Inc.  
d/b/a: CMI Designs, Inc.  
Applicant: Courtney Myers  
Business Address: 921 S. Thornton Ave.  
License Type: Package Wine, Pouring Wine (Retail Package Store)  
Disposition: **New**

POLICE DEPARTMENT

Crime and Crash Statistics for June 2021

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of June, 2021. As noted in the written summary, Police Chief Cason reported the rate of Year to Date Part I crimes, decreased by 4.8% when compared to the same month in 2020. Police Chief Cason further reported that traffic crashes have decreased by approximately 22.1% compared to last year.

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

POLICE DEPARTMENT

.... Continued

Financial Statistics for June 2021

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of June, 2021. Police Chief Cason reported the department has expended 45% of their 2021 budget and on track for the end of the 2021 fiscal year.

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

Written Directives

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

- 2.3 Planning and Research
- 2.6 Written Directive System
- 2.13 Civil Litigation
- 6.10 Naloxone / Narcan
- 7.12 Confidential Expenditures

On the motion of Commissioner Walker, second Commissioner Whitfield, 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 – June 2021

Fire Chief Todd Pangle presented the June 2021 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, that included the Incident Report with 349 Total Responses, a Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, and Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, and the Inspection Summary.

On the motion of Commissioner Walker, 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 – June 2021

Fire Chief Todd Pangle presented the Financial Report for the month of June 2021 to the Commission. Chief Pangle stated the department is approximately 6.2% under budget for the month and on track for the end of the 2021 fiscal year.

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

Standard Operating Procedures - Review

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

- SOP – GP-13 GCIC Disciplinary Policy
- SOP – GP-14 Media Protection
- SOP – GP-15 GCIC Man-made Natural Disaster Policy
- SOP – T-2 Live Fire Training Evolutions

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 Whitfield, the meeting was adjourned at 9:45 a.m.

\_\_\_\_\_  
Terry Mathis, Chairman

ATTEST:

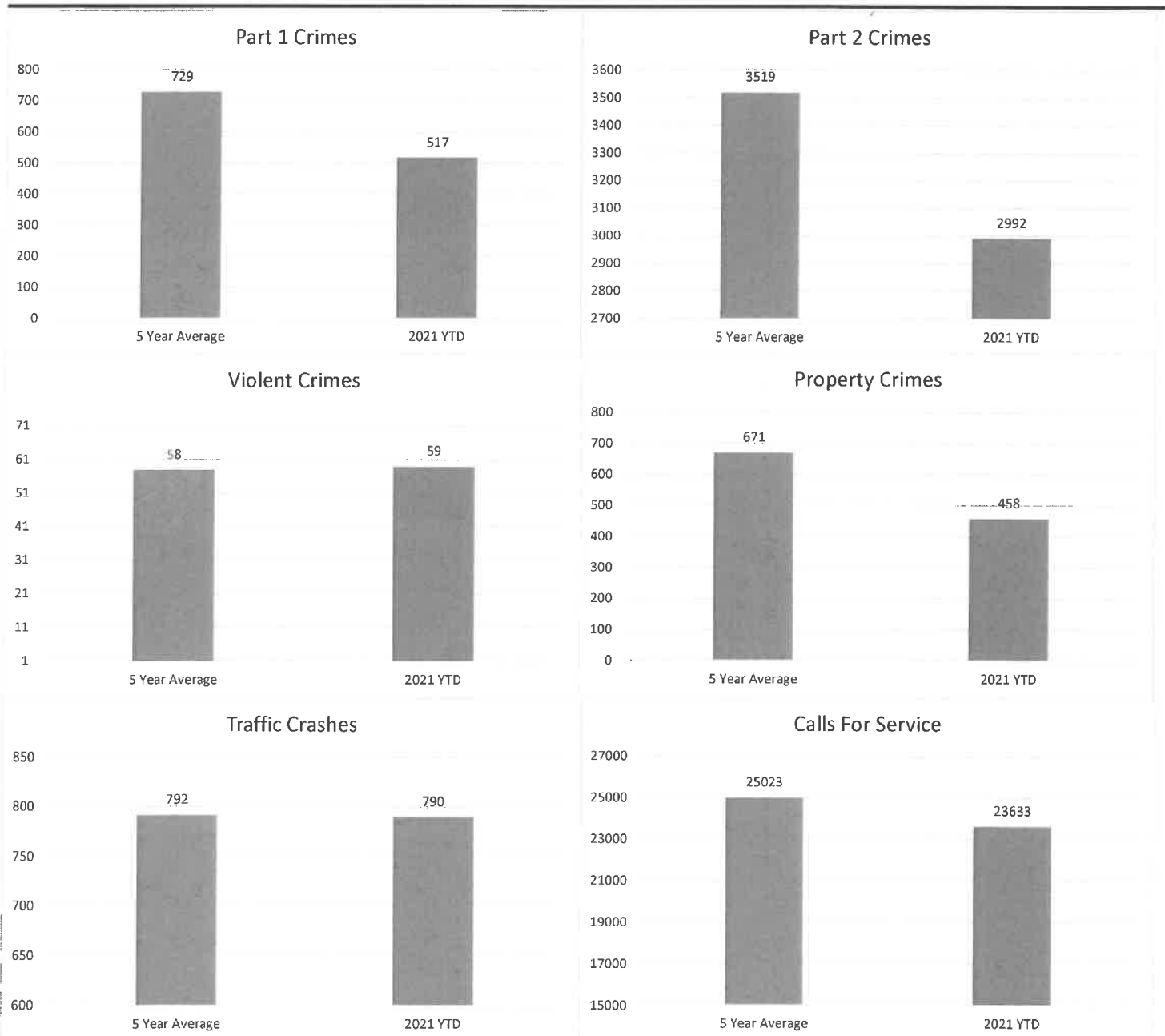
\_\_\_\_\_  
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 24, 2021**

**Summary of Data and Crime Statistics for July 2021**

**General**

The following statistics compare 2021 year-to-date statistics with the five-year average prior to 2020. Part 1 crimes are approximately 29% lower than the five-year statistics. Part 2 crimes have decreased by approximately 15% during the same time. Property crimes show a decrease of approximately 31.7% from the five-year average. There have been 59 violent crimes year-to-date compared to the five-year average of 58. Traffic crashes have decreased by two crashes compared to the five-year average. Calls for service show a decrease of approximately 6% during the same time.





**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 24, 2021**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2017-2021  
July 2021

	2017	2018	2019	2020	2021	TREND
Part I Crimes YTD	726	680	643	506	517	
Homicides	0	0	1	0	1	
Rape	12	5	12	5	9	
Robbery	11	20	2	12	2	
Aggravated Assault	46	27	42	38	47	
<b>Violent Crime Totals</b>	<b>69</b>	<b>52</b>	<b>57</b>	<b>55</b>	<b>59</b>	
Burglary	82	93	59	54	59	
Larceny-Theft	516	485	496	357	328	
Motor Vehicle Theft	57	47	31	39	70	
Arson	2	3	0	1	1	
<b>Property Crime Totals</b>	<b>657</b>	<b>628</b>	<b>586</b>	<b>451</b>	<b>458</b>	
Violent Crime Clearance	74%	71%	82%	58%	71%	
Property Crime Clearance	38%	35%	48%	30%	42%	
Part I Arrests	230	205	268	150	164	
Citations	7,199	8,138	7,610	7,068	6,014	
Calls for Service	23,539	24,573	25,900	28,968	23,633	
Traffic Crashes	811	782	804	646	790	

**Analysis**

In the year to date 2021 there have been 517 Part 1 crimes reported compared to 506 in 2020 which shows an approximate increase of 2.2%. Motor vehicle thefts have increased significantly since last year, although total property crime numbers are down.

There have been 59 violent crimes reported 2021 YTD compared to 55 reported violent crimes YTD 2020. There have been two robberies reported in 2021 compared to twelve last year. Year to date property crimes have shown an increase of approximately 1.6% when compared to 2020 YTD statistics.

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

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 24, 2021**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2021	2020			2021	2020			2021	2020
	7/21	7/20	YTD	YTD	7/21	7/20	YTD	YTD	7/21	7/20	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	1	0	1	0	1	1	1	0	2	0
Rape	0	1	9	5	2	0	6	2	0	0	1	0
Robbery	0	3	2	12	1	1	5	6	1	0	2	5
Aggravated Assault	11	5	47	38	10	1	30	23	9	1	26	22
Burglary	12	7	59	54	5	2	20	4	3	2	15	14
Larceny - Theft	65	45	328	357	24	11	147	120	16	8	107	98
Motor Vehicle Theft	12	6	70	39	6	2	26	12	3	1	11	10
Arson	0	0	1	1	0	1	0	1	0	1	0	1
<b>PART I SUBTOTAL</b>	<b>100</b>	<b>67</b>	<b>517</b>	<b>506</b>	<b>49</b>	<b>18</b>	<b>235</b>	<b>169</b>	<b>33</b>	<b>13</b>	<b>164</b>	<b>150</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	30	41	207	253	37	29	199	167	24	27	142	148
Forgery/Counterfeiting	8	3	34	29	5	3	9	12	3	3	6	7
Fraud	16	13	103	109	6	4	40	24	3	4	27	19
Embezzlement	0	0	1	0	0	0	1	1	0	0	0	1
Stolen Property	1	0	8	11	1	0	3	16	1	0	2	16
Vandalism	36	33	167	185	13	5	53	52	12	5	33	49
Weapons Violations	5	2	30	28	6	1	39	29	6	1	37	29
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	5	3	34	44	6	0	18	12	3	0	8	5
Drug Sales	7	2	50	33	7	4	45	54	7	3	45	48
Drug Possession	26	21	205	151	23	9	201	114	22	8	175	107
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	4	8	30	43	2	3	20	29	2	3	18	28
Liquor Violations	3	11	32	34	3	11	27	28	3	8	26	24
Drunkenness	12	14	58	76	10	13	58	78	10	13	57	78
Other Disorderly Conduct	14	34	112	167	10	16	81	91	8	15	61	88
Curfew Violations	1	5	13	11	0	3	9	7	0	2	8	5
All Other Offenses	265	383	1778	1983	361	218	1767	1102	310	211	1530	1067
DUI	13	19	130	83	13	20	132	85	13	20	131	85
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>446</b>	<b>592</b>	<b>2992</b>	<b>3240</b>	<b>503</b>	<b>339</b>	<b>2702</b>	<b>1901</b>	<b>427</b>	<b>323</b>	<b>2306</b>	<b>1804</b>
<b>PART I AND II TOTAL</b>	<b>546</b>	<b>659</b>	<b>3509</b>	<b>3746</b>	<b>552</b>	<b>357</b>	<b>2937</b>	<b>2070</b>	<b>460</b>	<b>336</b>	<b>2470</b>	<b>1954</b>

	2021		2020		Enforcement	2021		2020	
	7/21	7/20	YTD	YTD		7/21	7/20	YTD	YTD
Crashes									
Public Roadway	106	83	790	646	Citations	632	553	3,783	4,068
					Warnings	426	364	2,231	3,000
911 Calls	3,668	3,942	23,633	28,968	Totals	1,058	917	6,014	7,068



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 24, 2021**

**July 2021 Crash Statistics**

In July 2021 there were 106 non-private property crashes reported. Injury crashes increased by one crash and total injuries stayed the same from June 2021. Angle and rear end crashes were the most prevalent during July 2021. Too fast for conditions was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave had the highest number of crashes and injuries.

Total Crashes	July 2021	June 2021	Change	YTD 2021	YTD 2020	Change
	106	102	3.9%	790	646	22.3%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	18	11	5	1	0	8
Total Injuries	32					
DUI Crashes	Speed Crashes	Distracted Crashes	Following Too Closely Crashes			
1	12	10	27			
Day of the Week	Total	Time of Day	Total			
Monday	20	0000 - 0559	3			
Tuesday	13	0600 - 0859	14			
Wednesday	12	0900 - 1059	9			
Thursday	26	1100 - 1359	27			
Friday	18	1400 - 1559	21			
Saturday	12	1600 - 1859	17			
Sunday	5	1900 - 2159	13			
		2200 - 2359	2			
Collision Type	Total	Contributing Factors	Total			
Angle	38	Following Too Closely	27			
Rear End	36	Failure to Yield	18			
Sideswipe - Same Direction	18	Changed Lanes Improperly	11			
Collision with an Object	7	Distracted	10			
Head On	4	Disregard Stop Sign/Signal	10			
Sideswipe - Opposite Direction	3					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	17	16.0%	5	15.6%		
Glenwood Ave	12	11.3%	1	3.1%		
Chattanooga Rd	11	10.4%	3	9.4%		
Shugart Rd	7	6.6%	0	0.0%		
Tibbs Rd	5	4.7%	0	0.0%		
Selective Enforcement Details	Locations	Total Details	Violations			
July 2021	Glenwood Ave, Walnut Ave	7	109			

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
AUGUST 24, 2021

SUMMARY OF THE FINANCIAL STATISTICS FOR JULY 2021

The police department budget is on track for FY 2021, and we have expended approximately 50.5% of our 2021 budget at this point in the budget cycle. We are currently on track to be under budget for the year.

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



IP 1  
lglytdbud

The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

08/10/2021 10:17  
628mlcpe

FOR 2021 99

ACCOUNTS FOR:  
GENERAL FUND - OPERATING

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501 PD ADMINISTRATION							
141501 000010 SALARIES-REGULAR	385,300	0	385,300	214,309.21	.00	170,990.79	55.6%
141501 000011 SALARIES OVERTIME	1,400	0	1,400	.00	.00	1,400.00	0.0%
141501 000016 SALARY - BONUS	0	0	0	4,000.00	.00	-4,000.00	100.0%
141501 000020 FICA	29,600	0	29,600	16,650.17	.00	12,949.83	56.3%
141501 000030 PENSION	6,000	0	6,000	4,842.33	.00	1,157.67	80.7%
141501 000032 PENSION - DB PLAN	175,200	0	175,200	67,790.22	.00	107,409.78	38.7%
141501 000033 PENSION - STATE	1,000	0	1,000	700.00	.00	300.00	70.0%
141501 000040 HOSPITALIZATION I	41,600	0	41,600	21,441.00	.00	20,159.00	51.0%
141501 000045 EE LIFE & DISABIL	2,200	0	2,200	1,016.70	.00	1,183.30	46.2%
141501 000050 GENERAL INSURANCE	115,200	0	115,200	112,677.12	.00	2,522.88	97.8%
141501 000060 WORKER COMPENSATI	12,200	0	12,200	7,750.24	.00	4,449.76	63.5%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	159.00	.00	4,841.00	3.2%
141501 000110 TELEPHONE	45,000	0	45,000	25,233.56	2,794.11	16,972.33	62.3%
141501 000120 TRAINING EXPENSES	12,000	0	12,000	3,109.70	.00	8,890.30	25.9%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	132.99	.00	1,867.01	6.6%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	3,344.34	.00	5,655.66	37.2%
141501 000150 PRINTING	4,000	0	4,000	985.90	.00	3,014.10	24.6%
141501 000160 POSTAGE	3,500	0	3,500	461.71	.00	3,038.29	13.2%
141501 000360 LEGAL FEES	15,000	0	15,000	1,723.65	.00	13,276.35	11.5%
141501 000410 GAS & OIL	5,800	0	5,800	1,518.10	.00	4,281.90	26.2%
141501 000440 SUPPLIES	800	0	800	173.15	.00	626.85	21.6%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	213.00	.00	1,587.00	11.8%
141501 000455 CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
141501 001010 OFFICE SUPPLIES	2,000	0	2,000	1,552.97	.00	447.03	77.6%
141501 001030 COMPUTER SOFTWARE	158,500	0	158,500	87,946.84	.00	70,553.16	55.5%
141501 001300 MEALS	2,000	0	2,000	.00	.00	2,000.00	0.0%
141501 001410 DUES/FEES/SUBSCRI	4,000	0	4,000	2,405.00	.00	1,595.00	60.1%
141501 001665 RADIO SUBSCRIBER	25,000	0	25,000	.00	.00	25,000.00	0.0%
141501 001990 MISCELLANEOUS	2,000	0	2,000	672.79	.00	1,327.21	33.6%
141501 003226 CUSTODY OF PRISIO	110,000	0	110,000	24,162.69	.00	85,837.31	22.0%
TOTAL PD ADMINISTRATION	1,178,900	0	1,178,900	605,872.38	2,794.11	570,233.51	51.6%



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The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR:  
0010 GENERAL FUND - OPERATING

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 PD PATROL							
141503 000010 SALARIES-REGULAR	3,466,600	0	3,466,600	1,718,905.81	.00	1,747,694.19	49.6%
141503 000011 SALARIES OVERTIME	85,000	0	85,000	22,667.67	.00	62,332.33	26.7%
141503 000016 SALARY - BONUS	0	0	0	5,000.00	.00	-5,000.00	100.0%
141503 000020 FICA	270,000	0	270,000	130,765.62	.00	139,234.38	48.4%
141503 000030 PENSION	177,000	0	177,000	98,856.81	.00	78,143.19	55.9%
141503 000032 PENSION - DB PLAN	291,000	0	291,000	142,934.55	.00	148,065.45	49.1%
141503 000033 PENSION - STATE	21,500	0	21,500	11,100.04	.00	10,399.96	51.6%
141503 000040 HOSPITALIZATION I	511,000	0	511,000	280,385.50	.00	230,614.50	54.9%
141503 000045 EE LIFE & DISABIL	20,900	0	20,900	8,372.62	.00	12,527.38	40.1%
141503 000060 WORKER COMPENSATI	111,700	0	111,700	70,958.96	.00	40,741.04	63.5%
141503 000120 TRAINING EXPENSES	109,000	0	109,000	33,624.75	.00	75,375.25	30.8%
141503 000130 VEHICLE EXPENSES	31,000	0	31,000	19,091.06	.00	11,908.94	61.6%
141503 000130 SHOP VEHICLE EXP -	106,200	0	106,200	58,551.32	.00	47,648.68	55.1%
141503 000410 GAS & OIL	10,000	0	10,000	1,974.30	.00	8,025.70	19.7%
141503 000440 EQUIPMENT MAINT & SUPPLIES	159,000	0	159,000	74,818.81	.00	84,181.19	47.1%
141503 000450 CLEANING ALLOWANC	5,500	0	5,500	2,477.01	.00	3,022.99	45.0%
141503 000460 UNIFORMS	10,000	0	10,000	4,421.50	.00	5,578.50	44.2%
141503 001010 OFFICE SUPPLIES	64,000	0	64,000	6,486.54	.00	57,513.46	10.1%
141503 001300 MEALS	3,000	0	3,000	1,520.52	.00	1,479.48	50.7%
141503 001410 DUES/FEES/SUBSCRI	2,000	0	2,000	666.28	.00	1,333.72	33.3%
141503 001660 COMMUNICATION EQU	3,800	0	3,800	174.00	.00	3,626.00	4.6%
141503 001990 MISCELLANEOUS	1,500	0	1,500	.00	.00	1,500.00	.0%
141503 039980 CAPITAL OUTLAY <	5,000	0	5,000	570.49	.00	4,429.51	11.4%
TOTAL PD PATROL	5,489,200	3,000	5,492,200	2,716,452.22	2,550.00	2,773,197.78	49.5%



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ACCOUNTS FOR:  
0010 GENERAL FUND - OPERATING

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ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504	PD CRIMINAL INVESTIGATION DIV							
141504 000010	SALARIES-REGULAR	870,300	0	870,300	456,582.86	.00	413,717.14	52.5%
141504 000011	SALARIES OVERTIME	38,800	0	38,800	9,548.45	.00	29,251.55	24.6%
141504 000016	SALARY - BONUS	0	0	0	2,000.00	.00	-2,000.00	100.0%
141504 000020	FICA	69,500	0	69,500	34,957.91	.00	34,542.09	50.3%
141504 000030	PENSION - DB PLAN	32,200	0	32,200	19,974.92	.00	12,225.08	62.0%
141504 000032	PENSION - STATE	238,200	0	238,200	93,142.83	.00	145,057.17	39.1%
141504 000033	PENSION - HOSPITALIZATION I	4,500	0	4,500	2,525.00	.00	1,975.00	56.1%
141504 000040	HOSPITALIZATION I	152,000	0	152,000	94,217.54	.00	57,782.46	62.0%
141504 000045	EE LIFE & DISABIL	5,100	0	5,100	2,341.00	.00	2,759.00	45.9%
141504 000045	EE LIFE & DISABIL	26,300	0	26,300	16,707.44	.00	9,592.56	63.5%
141504 000060	WORKER COMPENSATI	28,800	0	28,800	12,785.80	.00	16,014.20	44.4%
141504 000120	TRAINING EXPENSES	7,000	0	7,000	2,727.46	.00	4,272.54	39.0%
141504 000130	VEHICLE EXPENSES	1,500	0	1,500	180.00	.00	1,320.00	12.0%
141504 000400	EQUIPMENT MAINT & GAS & OIL	19,400	0	19,400	8,852.23	.00	10,547.77	45.6%
141504 000410	GAS & OIL	3,000	0	3,000	956.28	.00	2,043.72	31.9%
141504 000440	SUPPLIES	4,000	0	4,000	1,402.25	.00	2,597.75	35.1%
141504 000450	CLEANING ALLOWANC	9,000	0	9,000	4,500.00	.00	4,500.00	50.0%
141504 000455	CLOTHING ALLOWANC	4,000	0	4,000	3,272.32	.00	727.68	81.8%
141504 001010	OFFICE SUPPLIES	4,700	0	4,700	27.58	.00	672.42	3.9%
141504 001410	DUES/FEES/SUBSCRI	2,200	0	2,200	770.72	725.00	704.28	68.0%
141504 001650	PURCHASE EVIDENCE	25,000	0	25,000	5,000.00	.00	20,000.00	20.0%
141504 001660	COMMUNICATION EQU	1,500	0	1,500	.00	.00	1,500.00	.0%
141504 001990	MISCELLANEOUS	5,000	0	5,000	716.05	.00	4,283.95	14.3%
141504 039980	CAPITAL OUTLAY <	1,800	3,000	4,800	1,512.86	.00	3,287.14	31.5%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,549,800	3,000	1,552,800	774,701.50	725.00	777,373.50	49.9%





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ACCOUNTS FOR:  
0010 GENERAL FUND - OPERATING

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 PD SUPPORT SERVICES							
141507 000010 SALARIES-REGULAR	524,500	0	524,500	308,256.27	.00	216,243.73	58.8%
141507 000011 SALARIES OVERTIME	7,500	0	7,500	675.11	.00	6,824.89	9.0%
141507 000012 SALARIES-PART TIM	7,200	0	7,200	490.05	.00	6,709.95	6.8%
141507 000016 SALARY - BONUS	0	0	0	9,000.00	.00	-9,000.00	100.0%
141507 000020 FICA	41,200	0	41,200	22,912.27	.00	18,287.73	55.6%
141507 000030 PENSION	27,600	0	27,600	9,648.42	.00	17,951.58	35.0%
141507 000032 PENSION - DB PLAN	94,900	0	94,900	58,936.04	.00	35,963.96	62.1%
141507 000033 PENSION - STATE	600	0	600	724.96	.00	-124.96	120.8%
141507 000040 HOSPITALIZATION I	88,400	0	88,400	65,438.46	.00	22,961.54	74.0%
141507 000045 EE LIFE & DISABIL	3,000	0	3,000	1,308.26	.00	1,691.74	43.6%
141507 000060 WORKER COMPENSATI	18,400	0	18,400	11,688.88	.00	6,711.12	63.5%
141507 000120 TRAINING EXPENSES	42,000	0	42,000	16,642.10	.00	25,357.90	39.6%
141507 000130 VEHICLE EXPENSES	3,000	0	3,000	35.20	.00	2,964.80	1.2%
141507 000330 UTILITIES	48,000	0	48,000	23,133.05	.00	24,866.95	48.2%
141507 000410 GAS & OIL	7,300	0	7,300	1,837.78	.00	5,462.22	25.2%
141507 000440 SUPPLIES	3,000	0	3,000	758.18	.00	2,241.82	25.3%
141507 000450 CLEANING ALLOWANC	2,400	0	2,400	583.25	.00	1,816.75	24.3%
141507 000455 CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
141507 000460 UNIFORMS	4,000	0	4,000	514.37	.00	3,485.63	12.9%
141507 001010 OFFICE SUPPLIES	3,200	0	3,200	1,498.43	.00	1,701.57	46.8%
141507 001300 MEALS	500	0	500	245.92	.00	254.08	49.2%
141507 001410 DUES/FEES/SUBSCRI	2,100	0	2,100	782.15	.00	1,317.85	37.2%
141507 001415 CREDIT CARD & BAN	600	0	600	149.89	.00	450.11	25.0%
141507 001610 APPLICANT TESTING	8,500	0	8,500	1,718.25	.00	6,781.75	20.2%
141507 001880 COMMUNITY SERVICE	12,500	0	12,500	2,805.30	.00	9,694.70	22.4%
141507 001880 15048 COM SCVS - D	0	0	0	6,014.94	.00	-6,014.94	100.0%
141507 001990 MISCELLANEOUS	1,500	0	1,500	416.05	.00	1,083.95	27.7%
141507 039980 CAPITAL OUTLAY <	900	0	900	824.96	.00	75.04	91.7%
141507 084725 BUIDING/GROUNDS M	87,100	-6,000	81,100	22,264.13	.00	58,835.87	27.5%
TOTAL PD SUPPORT SERVICES	1,040,500	-6,000	1,034,500	569,602.67	.00	464,897.33	55.1%
TOTAL GENERAL FUND - OPERATING	9,258,400	0	9,258,400	4,666,628.77	6,069.11	4,585,702.12	50.5%
TOTAL EXPENSES	9,258,400	0	9,258,400	4,666,628.77	6,069.11	4,585,702.12	



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	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,258,400	0	9,258,400	4,666,628.77	6,069.11	4,585,702.12	50.5%

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YEAR-TO-DATE BUDGET REPORT

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FOR 2021 99

ACCOUNTS FOR:  
0210 CONFISCATED ASSETS

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-14,514.00	.00	-45,486.00	24.2%
210001 361100 STATE INTEREST EAR	-800	0	-800	-89.31	.00	-710.69	11.2%
210001 361100 TREAS INTEREST TRE	-200	0	-200	-21.61	.00	-178.39	10.8%
210001 392100 STATE PROCEEDS FRO	-10,000	0	-10,000	-6,798.75	.00	-3,201.25	68.0%
TOTAL REVENUES	-111,000	0	-111,000	-21,423.67	.00	-89,576.33	19.3%



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ACCOUNTS FOR:  
0210 CONFISCATED ASSETS

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	4,595.00	.00	13,405.00	25.5%
210415 000370 STATE COURT COSTS	12,500	0	12,500	1,979.60	2,235.08	8,285.32	33.7%
210415 001990 JUSTI MISCELLANEOU	1,000	0	1,000	.00	.00	1,000.00	.0%
210415 001990 STATE MISCELLANEOU	7,000	0	7,000	.00	.00	7,000.00	.0%
210415 001990 TREAS MISCELLANEOU	7,500	0	7,500	.00	.00	7,500.00	.0%
210415 021910 STATE COMMUNICATIO	27,000	0	27,000	10,207.09	.00	16,792.91	37.8%
210415 021910 TREAS COMMUNICATIO	500	0	500	.00	.00	500.00	.0%
210415 039980 JUSTI CAPITAL OUTL	19,000	0	19,000	.00	.00	19,000.00	.0%
210415 039980 STATE CAPITAL OUTL	4,300	0	4,300	.00	.00	4,300.00	.0%
210415 039980 TREAS CAPITAL OUTL	19,200	0	19,200	.00	.00	19,200.00	.0%
TOTAL EXPENDITURES	111,000	0	111,000	16,781.69	2,235.08	91,983.23	17.1%
TOTAL CONFISCATED ASSETS	0	0	0	-4,641.98	2,235.08	2,406.90	100.0%
TOTAL REVENUES	-111,000	0	-111,000	-21,423.67	.00	-89,576.33	
TOTAL EXPENSES	111,000	0	111,000	16,781.69	2,235.08	91,983.23	



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	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-4,641.98	2,235.08	2,406.90	100.0%

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ACCOUNTS FOR:  
0370 CAPITAL ACQUISITION FUND

370005 EXPENDITURES

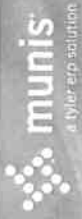
ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
370005 000350 20103 FACILITY REPAIR	0	55,000	55,000	54,984.78	173,238.51	-173,223.29	415.0%
370005 000350 411 FACILITY REPAIR	0	155,000	155,000	.00	.00	155,000.00	.0%
370005 000350 414 FACILITY REPAIR	0	271,180	271,180	41,176.20	.00	230,003.80	15.2%
370005 000350 420 FACILITY REPAIR	0	40,000	40,000	.00	.00	40,000.00	.0%
370005 000350 610 FACILITY REPAIR	0	25,000	25,000	.00	.00	25,000.00	.0%
370005 001030 412 COMPUTER SOFTW	0	25,000	25,000	.00	.00	25,000.00	.0%
370005 039990 CAPITAL OUTLAY	800,000	-800,000	0	.00	.00	.00	.0%
370005 039990 420 CAPITAL OUTLAY	0	200,000	200,000	.00	187,220.00	12,780.00	93.6%
370005 039990 445 CAPITAL OUTLAY	0	295,000	295,000	.00	60,551.00	234,449.00	20.5%
370005 039990 610 CAPITAL OUTLAY	0	279,620	279,620	4,120.00	1,500.00	274,000.00	2.0%

TOTAL EXPENDITURES

TOTAL CAPITAL ACQUISITION FUND

TOTAL EXPENSES

800,000	545,800	1,345,800	100,280.98	422,509.51	823,009.51	38.8%
800,000	545,800	1,345,800	100,280.98	422,509.51	823,009.51	38.8%
800,000	545,800	1,345,800	100,280.98	422,509.51	823,009.51	38.8%



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	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	800,000	545,800	1,345,800	100,280.98	422,509.51	823,009.51	38.8%

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DALTON POLICE DEPARTMENT  
 REVENUE ACCOUNT DEPOSITS  
 YEAR-TO-DATE

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	369097 COPIES/ CRIMINAL HIST.		369098 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*	GRANT REM. **	GRANT NAME	I.I. TASK FORCE OVERTIME	334000 S.S TASK FORCE OVERTIME ***	342101 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports													
<b>CUM TOTALS JULY</b>	0.00	2910.00	3580.00	4175.00	0.00	25.00	650.00	33.43	50.00	0.00	0.00	0.00	2553.59	0.00	0.00	13,977.02
7/1/2021		105.00														105.00
7/2/2021		30.00														30.00
7/6/2021		90.00		375.00												465.00
7/7/2021		15.00														15.00
7/8/2021		45.00														45.00
7/9/2021		30.00														30.00
7/12/2021		15.00				5.00										20.00
7/13/2021		45.00				5.00	25.00									75.00
7/14/2021		15.00														15.00
7/15/2021		30.00														30.00
7/16/2021						5.00	25.00									30.00
7/19/2021		120.00	435.00	100.00		5.00										660.00
7/21/2021		30.00														30.00
7/23/2021	4448.99	15.00														4469.99
7/26/2021	11356.00															11356.00
7/27/2021		15.00														15.00
7/29/2021		135.00														135.00
7/30/2021		15.00														15.00
JULY TOTALS	15805.99	750.00	435.00	475.00	0.00	25.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	17,540.99
<b>CUM TOTALS</b>	15805.99	3660.00	4015.00	4650.00	0.00	50.00	700.00	33.43	50.00	0.00	0.00	0.00	2553.59	0.00	0.00	31,518.01
JUSTICE - Federal Forfeiture Funds:			0.48													
TREASURY - Federal Forfeiture Funds:			27,273.80													
State Drug Seizure Funds:			110,559.80													



**STATE DRUG SEIZURES  
(Funds)**

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

**STATE DRUG SEIZURES  
(Funds)**

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

Federal Forfeitures Fund  
Justice Funds

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

**Federal Forfeitures Fund  
Treasury Funds**

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

To: Public Safety Commission  
 From: Chief Cliff Cason  
 Date: August 24, 2021  
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>2.7</b>		<b><u>Crime Prevention / Community Involvement</u></b>
	1	Updated Revision and Re-evaluation dates This policy was completely re-written to include current crime prevention and community involvement efforts and to detail the new Community Relations Unit's role in these efforts
<b>2.26</b>		<b><u>Field Training Officer and Mentoring Programs</u></b>
	1	Updated Revision and Re-evaluation dates
	4	Section IV (H) – Added an abbreviated FTO program for certain experienced recruits
	9	Section VIII – Rewording and removed item 4
	10	Section IX – Reduced program from 30 to 20 tours of duty
<b>3.1</b>		<b><u>Selection</u></b>
	1	Updated Revision and Re-evaluation dates
		Section II – Rewording
	3	Section III – Rewording, updated lettering and numbering, new item 4
		Section IV – Rewording, updated lettering
	4	Section V – Rewording, updated lettering
	7	Section VI – Rewording
	8	Section VII – Rewording
		Section VIII – Rewording
		Section IX – Rewording
	9	Section X – Rewording
		Section XI – Rewording, updated lettering, new item A
		Section XII – Rewording, updated lettering, new items 6d, 6e, and 7
	11	Section XIII – Rewording
	12	Section XIV – Rewording
		Section XVI – Rewording
		Section XVII – New Section
	13	Section XIX – Rewording, updated lettering, new item B
<b>3.13</b>		<b><u>Chaplain Program</u></b>
	1	Updated Revision and Re-evaluation dates
		Section II – Added lettering
		Section III – Rewording

4 Section IV – Added lettering  
Section XI – Rewording

**3.17**

1 **Performance Evaluations**  
1-5 Updated Revision and Re-evaluation dates  
Section III – Rewording

**7.11**

1 **Confidential Informants**  
2 Updated Revision and Re-evaluation dates  
2 Section III – Rewording  
Section IV – Rewording  
3 Section V – Rewording, new item D3, updated numbering  
4 Section VI – Rewording  
5 Section VII – New item B, updated lettering, rewording  
7 Section IX - Rewording

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-2.7</b>
<i>Subject</i> <b>Crime Prevention / Community Involvement</b>		
<i>Reference</i> <b>CALEA Standards – 1.1.3, 44.2.5, 45.1.1, 45.2.1, 45.2.2</b>		<i>Revised</i> <del>June 25, 2019</del> <b>August 24, 2021</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>May 2021</del> <b>August 2023</b>	<i>No. Pages</i> <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to be actively involved in programs that build positive relationships with the community and foster public trust and the prevention of criminal activity.

## II. Crime Prevention

- A. The objective of the crime prevention function is to utilize reactive and proactive strategies to locate, deter, and prevent criminal activity. Through positive interactions with the community, the Department is able to determine which crime types present the greatest problem, where the problems are most severe or where crime prevention activities could be most effective, and what types of response would be most effective.
- B. All members of the Department are responsible for participating in the crime prevention function.
- C. The Department’s crime prevention function provides for the development of problem-oriented and community policing strategies to include:
  - 1. Focusing on programs by crime type and geographic area on the basis of crime data.
  - 2. Focusing on programs to address community concerns regarding criminal activity.
  - 3. Conducting a documented evaluation of crime prevention programs, at least once every two (2) years, which is completed by the Support Services Division.
- D. Crime analysis is a crucial element of the Department’s crime prevention function. See policy GO09-2.28, Crime Analysis / Traffic Analysis, for more information on district planning and the role of the Intelligence Analyst.
- E. The Community Relations Unit assists in organizing community groups with an interest in crime prevention, to include:

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1. Establishing liaison with existing community organizations, such as homeowners' associations, or establishing community groups where they are needed.
2. Assisting in the development of community involvement policies for the Department.
3. Publicizing Department objectives, community problems, and successes, especially through social media.
4. Communicating crime trends and problems between citizens, businesses, and the Department.
5. Supporting Department practices bearing on police / community interaction.

F. The Department's crime prevention function includes the following programs:

1. Crime tip line
2. Online criminal activity submission form
3. Extra patrol program
4. Drug awareness, gang awareness, and how not to be a victim presentations
5. Fatal Vision program
6. Citizens' academies

### III. Criminal Justice Diversion Programs

- A. Members shall be selected by the Chief of Police or his / her designee to serve as Department representatives for the various diversion programs provided by the Conasauga Judicial District.
- B. The Conasauga Judicial District provides diversion programs through the following accountability courts:
  1. Domestic Violence Court
  2. Drug Court
  3. Mental Health Court
  4. Veterans Court
- C. As representatives for these diversion programs, members may be involved in the following activities:

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1. Reviewing case files to determine if a candidate meets predetermined eligibility requirements.
2. Reviewing participants' progress in the program to ensure compliance with program rules.
3. Conducting home visits to ensure compliance with program rules.

#### IV. Community Involvement

- A. The objective of effective community relations is to establish direct contact with the community, through such means as local school systems, youth programs, community and business groups, and civic and professional organizations in order to gain support for law enforcement activities.
- B. All members of the Department are responsible for maintaining effective community relations.
- C. The Community Relations Unit (CRU) is responsible for planning, organizing, and / or overseeing the Department's community involvement programs, activities, and events. The CRU is also responsible for the following:
  1. Establishing liaison with community organizations, business owners, and groups that provide services to the community.
  2. Assisting in the development of community involvement policies and practices.
  3. Ensuring the publicization of Department objectives, strategies, and successes in addressing community problems.
  4. Conveying information from community groups and organizations to other members of the Department.
  5. Improving Department practices affecting the relationships between law enforcement and the community.
- D. Community Input Process
  1. The Department shall maintain a collaborative community involvement process that accomplishes the following:
    - a. Identifies current community concerns
    - b. Identifies potential problems that have bearing on law enforcement activities within the community
    - c. Develops recommended actions addressing concerns and problems

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- d. Provides for a statement of progress
2. The CRU Supervisor shall oversee the community input process and coordinate with other members of the Department to develop strategies to identify and address concerns and problems within the community.
  - a. The CRU may utilize community meetings covering particular geographical areas or other engagement strategies to better address issues unique to each location.
  - b. The strategies may represent the demographics of the jurisdiction, as well as the business community, faith-based organizations, mental health, social services, and education.
3. When any member of the Department becomes aware of a current concern voiced by a member of the community or potential problems that may have a bearing on law enforcement activities within the community, he / she shall forward the information to a member of the Community Relations Unit.
4. The Community Relations Unit Supervisor shall provide a written summary of the community input process each quarter to the Chief of Police.

E. Citizens Survey

1. Surveys of members of the community are utilized as a platform for organizational learning, for asking specific questions about the quality of policing in the community, and to measure how policing in the community affects public trust.
2. A documented survey of citizen attitudes and opinions is conducted at least once every two (2) years with respect to:
  - a. Overall Department performance
  - b. Overall competency of Department employees
  - c. Citizens' perception of Officers' attitudes and behavior
  - d. Community concern over safety and security within the Department's service area
  - e. Citizens' recommendations and suggestions for improvement
3. The survey may be conducted by mail, in person, electronically, or by telephone and may be combined with questions relating to victimization and other issues. The survey may be carried out directly by Department personnel or by other groups or organizations under the guidance of the Department.

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4. Results of the survey shall be compiled, and a written summary shall be provided to the Chief of Police.

F. Community Involvement Programs

1. The Department hosts, participates in, and / or volunteers for a number of programs, events, and organizations as part of its community involvement function. Some of those programs and organizations include:
  - a. Citizens' academies
  - b. Special Olympics of Georgia
  - c. Shop with a Hero
  - d. Boys and Girls Club of Northwest Georgia
  - e. National Night Out
  - f. Latin American Association
  - g. Child safety seat program
2. The Department develops, organizes, and / or participates in community youth programs that are in addition to youth education programs related to law, safety, drugs, gangs, etc. Some of those programs include:
  - a. Public Safety Cadet Program
  - b. Job shadows
  - c. Level Up Program
  - d. Law Cadet Academy

~~I. Policy~~

~~The responsibility for crime prevention and effective community relations is shared by all members of the Dalton Police Department. The Agency is committed to the concept of reducing crime through proactive crime prevention programs. Although most law enforcement activities consist of reactive policing, no less legitimate is the pursuit of prevention of crime. By analyzing crime data and requests from the community, programs can be targeted where they will most benefit the citizens in the community. Preventing crime demands a coordinated Agency response, as well as input and participation from the community.~~

~~II. Organization~~

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~~— The Crime Prevention and Community Relations components are made up of every employee in the Agency.~~

### ~~III. Objectives and Priorities~~

- ~~A. To encourage community involvement in crime prevention.~~
- ~~B. To target programs by crime type and geographic area on the basis of an analysis of local crime data.~~
- ~~C. To target programs to address community perception or misperception of crime.~~
- ~~D. To maintain liaison with citizen crime prevention groups.~~

### ~~IV. Crime Prevention~~

#### ~~A. Intelligence Led Policing~~

~~— Research and data suggest that Intelligence Led Policing (ILP) is the most effective method of crime prevention. This process involves a Department wide philosophy that aims to achieve crime reduction and prevention and to disrupt offender activity. ILP combines crime analysis and criminal intelligence to objectively direct Department resources decisions, focuses enforcement on prolific and serious offenders, and targets problematic geographic locations.~~

~~1. Crime Intelligence, in the context of ILP, is defined as: analyzed information that blends data from analysis of crime patterns and intelligence drawn from the behavior of offenders, the developed knowledge of Officers and investigators, and knowledge gained from other sources.~~

~~2. Crime Analysis, in the context of ILP, is defined as: the process of evaluating reported activity and the resulting formulation of observable patterns as it relates to persons, locations, time, crime type, and offender behavior.~~

#### ~~B. Neighborhood Associations or Groups~~

~~— The police are more effective when citizens and businesses become actively involved in monitoring their environment. When citizens become engaged in making their neighborhoods more secure, the result is that the Police Department gains many more eyes and ears aimed at preventing crime. Officers should endeavor to engage the groups and associations, whenever possible, in order to inform them of the Department's mission, extend the full range of services the Department offers, and inform them of how they can participate in creating a safer Dalton.~~

~~C. The Department participates in Crime Prevention Programs to include, but not limited to:~~

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- ~~1. Drug Awareness Presentations~~
- ~~2. How not to be a Victim Presentations~~
- ~~3. Gang Awareness Presentations~~
- ~~4. Extra Patrol Initiative~~
- ~~5. Rape, Aggression, Defense (RAD) Self-defense Program~~
- ~~6. Citizens' Police Academy~~
- ~~7. Fatal Vision Program~~

~~V. **Community Involvement**~~

~~The objective of effective community relations is to establish direct contact with the community, through such means as local school systems, community and business groups, and civic and professional organizations, in order to gain community support of law enforcement activities.~~

~~A. Although all members of the Agency are responsible for maintaining effective community relations, the Recruiting / Community Involvement Officer shall be responsible for coordinating the Department's community involvement activities. He / she shall be responsible for:~~

- ~~1. Establishing liaison with existing community organizations.~~
- ~~2. Assisting in the development of community involvement policies.~~
- ~~3. Ensuring that Agency objectives, community problems, and successes are publicized.~~
- ~~4. Conveying information transmitted from citizens' organizations to the Agency.~~
- ~~5. Improving Agency practices affecting law enforcement community relations.~~

~~B. The Patrol Special Operations Supervisor or the Patrol Division Commander's designee shall submit a quarterly report to the Chief of Police that includes, at a minimum, the following:~~

- ~~1. A description of current concerns voiced by the community.~~
- ~~2. A description of potential problems that have a bearing on law enforcement activities within the community.~~

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~~\_\_\_\_\_ 3. \_\_\_\_\_ A statement of recommended actions that address previously identified \_\_\_\_\_  
\_\_\_\_\_ concerns and problems.~~

~~\_\_\_\_\_ 4. \_\_\_\_\_ A statement of progress made toward addressing previously identified \_\_\_\_\_  
\_\_\_\_\_ concerns and problems.~~

~~\_\_\_\_\_ When a member of the Department becomes aware of a current concern voiced  
by a \_\_\_\_\_ member of the community or potential problems that may have a bearing on law  
\_\_\_\_\_ enforcement activities within the community, he / she shall forward the  
information to \_\_\_\_\_ the Patrol Special Operations Supervisor. \_\_\_\_\_~~

## ~~VI. \_\_\_\_\_ Responsibilities~~

### ~~A. \_\_\_\_\_ Sworn Personnel~~

~~1. \_\_\_\_\_ Courteously accept and record any reasonable recommendation or  
suggestion received from citizens regarding departmental policies or  
procedures.~~

~~2. \_\_\_\_\_ Be communicative with the public whenever an opportunity exists. Take  
time to explain actions in situations that are not emergencies.~~

~~3. \_\_\_\_\_ Officers should make a point of getting out of the patrol car while on patrol  
to permit persons on the beat to see the Officers and get to know the  
Officers as other members of the community.~~

~~4. \_\_\_\_\_ Be responsive to the sensitivities of the various groups in the community.~~

### ~~\_\_\_\_\_ B. \_\_\_\_\_ Non-Sworn Personnel~~

~~\_\_\_\_\_ 1. \_\_\_\_\_ Be courteous when interacting with the public.~~

~~\_\_\_\_\_ 2. \_\_\_\_\_ Accept any complaints, suggestions, or information from citizens and  
forward to \_\_\_\_\_ appropriate personnel.~~

## ~~VII. \_\_\_\_\_ Crime Prevention Review~~

~~\_\_\_\_\_ Once every three years, a documented evaluation of the crime prevention programs  
utilized \_\_\_\_\_ by the Department shall be conducted by the Support Services Operations  
Supervisor. \_\_\_\_\_~~

## ~~VIII. \_\_\_\_\_ Citizen Survey~~

~~\_\_\_\_\_ A documented survey of citizen attitudes and opinions shall be conducted at least once  
every three years relating to, but not limited to:~~

~~\_\_\_\_\_ A. \_\_\_\_\_ Overall Agency performance~~

~~\_\_\_\_\_ B. \_\_\_\_\_ Overall competence of Agency employees~~

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- ~~\_\_\_\_\_ C. \_\_\_\_\_ Citizens' perception of Officers' attitudes and behaviors~~
- ~~\_\_\_\_\_ D. \_\_\_\_\_ Community concern over safety and security within the Agency's service area~~
- ~~\_\_\_\_\_ E. \_\_\_\_\_ Citizen's recommendations and suggestions for improvements~~
- ~~\_\_\_\_\_ The results of the survey shall be compiled and a written summary provided to the Chief of \_\_\_\_\_ Police.~~

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>October 25, 2005</b>	<i>Number</i> <b>GO05-2.26</b>
<i>Subject</i> <b>Field Training Officer and Mentoring Programs</b>		
<i>Reference</i> <b>CALEA Standards – 33.2.4, 33.4.3, 34.1.6</b>		<i>Revised</i> <del>May 26, 2020</del> <b>August 24, 2021</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>May 2022</del> <b>August 2023</b>	<i>No. Pages</i> <b>12</b>

## I. Policy

It is the policy of the Dalton Police Department to use the Field Training Officer (FTO) Program to train new Officers and mentoring programs to guide newly promoted and newly assigned personnel.

## II. Purpose

The purpose of the FTO Program is to provide each new Officer, after attending the State of Georgia's Basic Law Enforcement Training Course, with the proper training to assist with making the transition necessary to become a productive police officer. The purpose of mentoring programs is to provide guidance and support to newly promoted Supervisors and newly assigned Investigators in order to foster effective learning of new job duties and responsibilities.

## III. Definitions

- A. *Daily Observation Report (DOR)* – A report completed by the FTO at the end of each tour of duty to document daily activity, performance, and evaluation of the Trainee, as well as any instruction, guidance, or training provided to the Trainee.
- B. *Field Training Officer (FTO)* – An Officer that has successfully completed a selection process, completed a certified FTO training course, and is utilized to train, guide, mentor, and evaluate new Officers.
- C. *FTO Program Coordinator (Coordinator)* – A Supervisor with the rank of Sergeant assigned to the Patrol Division who assists the Manager with the administration of the FTO Program.
- D. *FTO Program Manager (Manager)* – A Supervisor with the rank of Lieutenant assigned to the Patrol Division who administers and oversees all aspects of the FTO Program.

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- E. *Mentoring Program* – A program designed to assist employees that are new to a position in becoming familiar with their new job duties and responsibilities by pairing them with other employees that are already experienced in that position.
- F. *Skill* – A particular function of the job performed by Officers of this Department that a Trainee is required to learn, comprehend, and experience prior to the completion of the FTO Program.
- G. *Trainee* – A new Officer that has completed the Basic Law Enforcement Training Course (BLETC) and is in the process of completing field training.

IV. **Program Phases**

- A. The FTO Program is divided into various phases in which the Trainee shall rotate to different FTOs and, depending on the availability and schedules of FTOs, will have the opportunity work on different Patrol shifts.
- B. Mini-Academy
  - 1. The Mini-Academy is a two (2) week familiarization period prior to being assigned to an FTO for field training.
  - 2. The Mini-Academy is designed to provide the Trainee with a working knowledge of certain basic elements of patrol work and the training program prior to being assigned to an FTO for field training.
  - 3. Training topics for Mini-Academy include, but are not limited to:
    - a. FTO Program structure, requirements, and expectations
    - b. Department policies and procedures
    - c. Forms, reports, and computer systems
    - d. De-escalation techniques
    - e. Use of force and less-lethal weapons
    - f. Traffic stops and patrol vehicle equipment orientation
    - g. Responding to domestic disputes
    - h. Defensive tactics and handcuffing skills
- C. Phase A
  - 1. This is, at a minimum, a four (4) week training period.
  - 2. The first three (3) days worked during this phase are referred to as a “limbo” period due to the Trainee not being evaluated during that time.

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3. A list of Phase A activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

D. Phase B

1. This is, at a minimum, a four (4) week training period.
2. The Trainee should be assigned to a different FTO for this phase.
3. A list of Phase B activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

E. Phase C

1. This is, at a minimum, a four (4) week training period.
2. The Trainee should be assigned to a different FTO from the previous FTOs.
3. A list of Phase C activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

F. Evaluation Phase

1. This is a two (2) week period in which the Trainee is evaluated on his / her ability to perform the job skills of a solo police officer.
2. If scheduling permits, the FTO that conducted the Phase A training shall also be assigned to the Evaluation Phase.

G. Remedial Training

1. If it is determined that the Trainee is experiencing difficulties in a particular phase, and it would not be advantageous for him / her to continue the phase or advance to the next phase of the program, the FTO Program Manager may make assignments for the Trainee to complete remedial training within the current phase or to repeat previous phases.
2. Additional skills, activities, or training may be assigned in order to address the identified deficiencies.
3. A Trainee that has been afforded the opportunity to complete remedial training but has failed to positively respond to the training may be recommended for termination from the FTO Program by the FTO Program Manager.

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H. Abbreviated FTO Program

~~The Department does not allow for an abbreviated FTO Program.~~

1. A Trainee that has prior law enforcement experience in Georgia may be eligible to complete an abbreviated FTO Program, which would allow the Trainee to forgo Phase C of the program and move directly to the Evaluation Phase upon completion of Phase B.
2. The FTO Program Manager shall be responsible for evaluating the Trainee's performance through the first two phases of the program to determine if an abbreviated program is appropriate. If the Trainee is not performing satisfactorily in all areas of the program, he / she shall not be eligible for an abbreviated program.
3. If a Trainee is allowed to complete an abbreviated program, he / she shall be responsible for completing the designated Phase C activities prior to completion of the program.

I. Solo Police Officer Status

1. Following successful completion of the training and learning experience, the Trainee is transferred to Solo Police Officer status and assigned to a Patrol shift by the Patrol Division Commander.
2. Solo Police Officers shall remain on probationary status until the completion of one year of service with the Department and the approval of the Chief of Police.
3. Quarterly performance reports shall be completed on all probationary employees by their current Supervisor as outlined in policy GO05-3.17, Performance Evaluations.

V. **Duties and Responsibilities**

A. Trainee

1. Trainees must accept responsibility for their own learning as it applies to the job of policing.
2. Trainees must learn how to utilize the many resources available to them inside and outside the Department.
3. Trainees must take initiative in the learning process. The FTO Program Manager and FTOs should understand that mistakes will occur from time to time in any training program. It is the FTOs' responsibility to help Trainees correct mistakes through the process of failing forward (learning from mistakes).

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4. Trainees shall complete all required forms, reports, and activities throughout the FTO Program.
5. Trainees shall participate in self-evaluation and journaling. Honest self-evaluation will assist both the Trainee and the FTO during the training process. Self-evaluation will also ensure that learning transfers from theory to practice. This process is vital to the Trainee's development.

**B. Field Training Officer (FTO)**

1. In order for an Officer to be considered for assignment as an FTO, the Officer must meet the following minimum requirements:
  - a. Be a certified Georgia peace officer with a minimum of thirty (30) months experience (36 months is preferred), including one (1) year with the Department.
  - b. No disciplinary action greater than a written reprimand received in the past eighteen (18) months
  - c. Meets standards for job performance
2. The duties of an FTO include, but are not limited to, the following:
  - a. Serve as the Trainee's first-line supervisor, which includes monitoring of the Trainee's actions and ensuring conformance to Department policy and procedures.
  - b. Record daily observations and complete daily performance evaluations.
  - c. Teach the Trainee how to perform the numerous duties and tasks required of a patrol officer by using various teaching methods, including explanation, demonstration, scenario-based learning, quizzing, and testing.
  - d. Ensure all activities assigned to each phase are completed and documented prior to the conclusion of the phase.
  - e. Administer the program's written tests and verbal quizzes to measure the Trainee's strengths and weaknesses.
  - f. Communicate with the FTO Program Coordinator, Program Manager, and other FTOs regarding the Trainee's progress, strengths, and weaknesses.
  - g. Assist other FTO / Trainee units with teaching and program activities, such as scenario-based learning.

**C. FTO Program Coordinator (Coordinator)**

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1. The Coordinator should be a certified Field Training Officer. It is acceptable to appoint a Coordinator who is not certified, provided he / she attends FTO certification training as soon as practical.
2. The duties of the Coordinator include, but are not limited to, the following:
  - a. Review and evaluate all forms and reports completed by FTOs, Trainees, and Supervisors.
  - b. Complete End of Phase and End of Program reports with recommendations on the Trainee's progression through the program and on remedial training.
  - c. Take an active role in Mini-Academy training and other scenario-based learning activities throughout the program.
  - d. Communicate with Trainees, FTOs, Supervisors, and the Manager regarding performance issues, scheduling conflicts, remedial training, and any other issues that have been identified.
  - e. Mentor FTOs on the best practices for teaching Trainees, managing conflicts, and completing program activities.
  - f. Take an active role in presenting in-service training for certified FTOs.

D. FTO Program Manager (Manager)

1. The Manager should be a certified Field Training Officer. It is acceptable to appoint a Manager who is not certified, provided he / she attends FTO certification training as soon as practical.
2. The duties of the Manager include, but are not limited to, the following:
  - a. Review and evaluate all forms and reports completed by FTOs, Trainees, and Supervisors.
  - b. In the absence of the Coordinator, complete End of Phase and End of Program reports with recommendations on the Trainee's progression through the program and on remedial training.
  - c. Schedule and oversee Mini-Academy training
  - d. Schedule assignments of FTOs with Trainees, and modify assignments, as needed. If there are unexpected circumstances where a certified FTO is unavailable to train, such as sick leave, the Trainee may be assigned to a non-FTO Officer for a limited period of time. An assignment to a non-FTO Officer shall not exceed one (1) week.

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- e. Keep the Patrol Division Commander informed of any unusual problems or situations related to the FTO / Trainee unit and the Trainee's overall performance in the program.
- f. Schedule and conduct in-service training for certified FTOs. This shall consist of an 8-hour training session two (2) time per year.
- g. Ensure the maintenance and proper storage of all documentation and records related to all aspects of the FTO Program for each Trainee.

**VI. FTO Program Software**

- A. The Department utilizes an internet-based software company to manage all aspects of the FTO Program.
- B. All reports and forms required for the FTO Program are completed, submitted, and stored electronically within the software.
- C. Each Trainee, FTO, Coordinator, and Manager shall have their own username and password to access their own profile within the software.
- D. The software is customized to meet the needs of the FTO Program, which includes all forms, reports, skills, activities, tests, performance categories, and other training requirements.

**VII. Forms and Reports**

- A. Daily Observation Report (DOR)
  - 1. A DOR is completed by an FTO for each of the Trainee's tours of duty while assigned to the FTO Program.
  - 2. The DOR is comprised of the Activities, Performance, and Summary sections and documents the Trainee's daily progress in the program.
  - 3. A numerical rating is given for each performance category that applies to the activities performed during the tour of duty.
  - 4. Once complete, the DOR is submitted through the software to the Manager for review and approval.
- B. Trainee Daily Self-Evaluation / Journal
  - 1. This form is completed by the Trainee for each tour of duty and documents the Trainee's perception of how well he / she performed during that tour of duty. This form is also the instrument used by the Trainee for daily journaling on the activities performed and skills learned during the shift.

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2. Once complete, the Daily Self-Evaluation form is submitted through the software to the Manager for review and approval.
- C. Supervisor's Weekly Evaluation
1. This report is completed by a Supervisor on the shift that the FTO / Trainee unit is assigned and is used for evaluating the performance of both the FTO and the Trainee on a weekly basis.
  2. Once complete, the report is submitted through the software to the Manager for review and approval.
- D. End of Phase
1. This report is completed by the Coordinator at the end of a phase and explains why the Trainee should proceed to the next phase of the FTO Program, receive additional remedial training in the current phase, or return to a previous phase.
  2. Once complete, the report is submitted through the software to the Manager for review and approval.
  3. If the Coordinator is unavailable, the Manager shall complete this report and have it reviewed by the Patrol Division Operations Supervisor.
- E. End of Program
1. This report is completed by the Coordinator at the end of the Evaluation Phase and details why the Trainee should proceed to Solo Police Officer Status, return to a previous phase for remedial training, or be terminated from the FTO Program.
  2. Once complete, the report is submitted through the software to the Patrol Division Commander for review and approval.
  3. If the Coordinator is unavailable, the Manager shall complete this report and have it reviewed by the Patrol Division Operations Supervisor.
- F. Trainer Critique
1. This form is completed by the Trainee following each phase of training and is an opportunity for the Trainee to rate how well the FTO taught the various skills, administered the phase's activities, and assisted the Trainee with his / her performance issues.
  2. Once complete, the form is submitted through the software to the Manager for review.
- G. Program Critique

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1. This form is completed by the Trainee following successful completion of the FTO Program and is an opportunity for the Trainee to critique the overall effectiveness of the training provided during the program.
2. Once complete, the form is submitted through the software to the Patrol Division Commander for review.

H. Complete FTO Program Records

1. At the conclusion of the FTO Program for each Trainee, the Manager shall ensure that all required documentation has been completed and submitted.
2. All documentation for each Trainee shall be compiled into one document and scanned in to the Department's Records Management System.

VIII. **FTO Selection Process**

A. The process for selection of FTOs is as follows:

1. A memorandum shall be sent out by the Chief of Police or his / her designee listing the qualifications for becoming an FTO.
2. Each Officer interested in the assignment shall submit a memorandum detailing his / her qualifications and interest.
3. Each memorandum shall also include a written recommendation from a District Commander or Division Operations Supervisor.
- ~~4. All qualified applicants shall appear before an interview panel with the Manager being one of the members.~~
- 4.5. All documentation shall be forwarded to the Patrol Division Commander for review and final approval of each FTO candidate.

B. Once selected, each FTO shall:

1. Complete the State of Georgia's forty (40) hour FTO certification course
2. Attend annual FTO in-service training
3. Have a quarterly evaluation completed by the Manager and Coordinator that focuses on the FTO's performance in teaching, mentoring, and involvement in the FTO Program. Once complete, the evaluation form shall be entered into Guardian Tracking.

IX. **Supervisor Mentoring Program**

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- A. The primary objective of the Supervisor Mentoring Program is to provide each newly promoted Supervisor with instruction on new job duties and guidance in transitioning to the new role and responsibilities.
  
- B. Upon promotion, the new Supervisor shall begin the mentoring program.
  - 1. The newly promoted Supervisor's Division Commander or his / her designee shall serve as the Manager for the mentoring program.
  - 2. The program consists of ~~thirty (30)~~ **twenty (20)** tours of duty in which the newly promoted Supervisor works with the assigned mentor. A Lieutenant shall be assigned as the mentor for a new Sergeant, and a Division Commander shall be assigned as the mentor for a new Lieutenant.
  - 3. The mentoring program may be extended if additional guidance or training is required for the new Supervisor to effectively perform his / her job duties.
  - 4. The same software used for the FTO Program is used for the Supervisor Mentoring Program. The mentor shall be responsible for completing all required documentation and training activities outlined in the software.
    - a. A DOR shall be completed by the mentor for each of the new Supervisor's evaluated tours of duty. The DOR for this program is designed in the same manner as those in the FTO Program and is forwarded through the software to the Manager for review and approval.
    - b. The program also utilizes the Daily Self-Evaluation / Journal form, End of Phase report, End of Program report, Critique of Mentor form, and Critique of Program form. All reports and forms are forwarded through the software to the Manager for review and approval.
    - c. At the conclusion of the mentoring program for each new Supervisor, the Manager shall ensure that all required documentation has been completed and submitted. All documentation shall be compiled into one document and scanned in to the Department's RMS.
  
- C. Areas in which new Supervisors shall receive mentoring and guidance include, but are not limited to:
  - 1. Job description, duties, and responsibilities of the position
  - 2. Critical policies pertaining to the new assignment
  - 3. Performance evaluations and counseling of personnel
  - 4. Department's performance evaluation software and reports

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D. Completion of Program

1. Upon completion of the mentoring program, the new Supervisor shall remain on probationary status until the completion of one year in the rank.
2. Quarterly performance reports shall be completed on all probationary employees by their current Supervisor as outlined in policy GO05-3.17, Performance Evaluations.

X. **Investigator Mentoring Program**

A. The primary objective of the Investigator Mentoring Program is to provide each newly assigned Investigator with proper training and guidance that will assist him / her to make the transition necessary to become a productive Investigator. The four basic goals of the program are to transfer and apply classroom learning to the real problems and situations found in the community; to provide the Investigator an opportunity to become familiar with the working environment; to provide role models for the Investigator; and to provide guidance, monitoring, and evaluation.

B. Upon assignment to the Criminal Investigations Division (CID), the Investigator shall begin the mentoring program.

1. The CID Division Operations Supervisor shall serve as the Manager for the mentoring program and shall make the necessary assignments for new Investigators.
2. The program consists of three (3) phases, two (2) weeks each, and a one (1) week evaluation period. The new Investigator shall rotate to a different senior Investigator each phase who shall serve as a mentor and provide guidance on how to perform new job duties.
3. If it is determined that a new Investigator is experiencing difficulties in a particular phase, and it would not be advantageous for him / her to continue the phase or advance to the next phase of the program, the Manager may make assignments for the new Investigator to complete remedial or additional activities within the current phase or to repeat previous phases.
4. A new Investigator that is unable to satisfactorily perform the requirements of the mentoring program and does not respond in a positive manner to remedial training may be returned to his / her prior job assignment.
5. The same software used for the FTO Program is used for the Investigator Mentoring Program. The mentor shall be responsible for completing all required documentation and training activities outlined in the software.
  - a. A DOR shall be completed by the mentoring Investigator for each of the new Investigator's tours of duty while assigned to the program. The DOR for this program is designed in the same manner as those in the FTO Program and is forwarded through the software to the Manager for review and approval.

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- b. The program also utilizes the Daily Self-Evaluation / Journal form, End of Phase report, End of Program report, Critique of Mentor form, and Critique of Program form. All reports and forms are forwarded through the software to the Manager for review and approval.
  - c. At the conclusion of the mentoring program for each new Investigator, the Manager shall ensure that all required documentation has been completed and submitted. All documentation shall be compiled into one document and scanned in to the Department's RMS.
- C. Areas in which new Investigators shall receive mentoring and guidance include, but are not limited to:
- 1. Conducting interviews and interrogations
  - 2. Obtaining search and arrest warrants
  - 3. Evidence collection methods and procedures regarding latent prints, footprints, blood, fibers and fabrics, weapons, hair, paint, glass, tool marks, and materials from a known source for comparison purposes
  - 4. Chain of evidence and preservation of evidence
  - 5. Sketching, photography, and other methods of recording crime scenes
  - 6. Accessing software, programs, and databases for investigative purposes
  - 7. Reports and case files
- D. Solo Investigator Status
- 1. Following successful completion of the mentoring program, the new Investigator is transferred to Solo Investigator status and given an assignment by the CID Division Commander.
  - 2. Solo Investigators shall remain on probationary status until the completion of one year in the assignment.
  - 3. Quarterly performance reports shall be completed on all probationary employees by their current Supervisor as outlined in policy GO05-3.17, Performance Evaluations.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO91-3.1</b>
<i>Subject</i> <b>Selection</b>		
<i>Reference</i> <b>CALEA Standards – 31.4.1, 31.4.2, 31.4.3, 31.4.6, 31.5.5, 34.1.2</b>		<i>Revised</i> <del>July 23, 2019</del> <b>August 24, 2021</b>
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## I. Policy

It is the policy of the Dalton Police Department to develop and maintain an efficient, effective, and fair selection process that results in the appointment of individuals who best possess the skills, knowledge, and abilities necessary for an effective, respected law enforcement agency.

## II. Definitions

- A. *Adverse impact* – A substantially different rate of selection, generally less than eighty (80) percent, that works to the disadvantage of members of any race, ~~sex~~ **gender**, or ethnic group; an unfavorable effect.
- B. *Candidates* – Persons seeking employment who have completed a formal application.
- C. *Cut-Off score / Passing point* – The numerical result of a valid and useful test or examination used to determine eligibility.
- D. *Emotional stability / Psychological fitness examination* – Professional screening designed to identify candidate behavior patterns and / or personality traits that may prove either detrimental or advantageous to successful job performance.
- E. *Entry level* – The stage at which a person is first employed in a position.
- F. *Fairness* – Resulting in a minimum adverse impact.
- G. *Formal application* – A written form used to express interest in employment.
- H. *Job-related* – A procedure, test, or requirement, either predictive of job performance or indicative of the work behavior expected or necessary in the position.
- I. *Job task* – A description of what an employee does, for what purpose, on instructions from whom, when, and where, and with what materials and equipment.

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- J. *Lateral entry* – A personnel practice that permits employees from within or outside the **Agency Department** to be selected for a position and be exempted from all or part of the **Agency's Department's** selection process for that position; if the employee or candidate meets the minimum qualifications of the employing agency, **they are he / she is** not necessarily subjected to the total selection process.
- K. *Minimum adverse impact* – The use of selection components or procedures among all those available that reduce any unfavorable effect, to the greatest extent possible, consistent with validity.
- L. *Nondiscriminatory procedures* – Components of the selection or appointment process that have no demonstrable adverse impact (or a minimum adverse impact) upon the selection or appointment rate of any race, **sex gender**, or ethnic group.
- M. *On-file* – On hand; catalogued or recorded in an official written record (including **microfilm, microfiche, or computer printout electronic format**) that is available for visual inspection in the **Agency Department**.
- N. *Permanent status* – The period of unconditional employment in a position following the completion of a probationary period.
- O. *Polygraph examination* – **The use of** a mechanical apparatus designed for the detection of deception by measuring and recording activity in a person's respiration and heart activity.
- P. *Probationary period / status* – A latter phase of the selection process represented by some form of conditional employment.
- Q. *Selection criteria* – Rules, standards, procedures, or directives upon which a judgment or decision concerning employment can be based.
- R. *Selection manual* – A written document that describes and defines all methods and components of the selection process.
- S. *Selection materials* – All written tests, test scores, answer sheets, study materials, evaluations, ratings, questionnaires, reports, and forms used in the selection process that have a bearing upon the employment decision.
- T. *Selection procedure* – Any established method or combination of methods used in any way as the basis for an employment decision.
- U. *Selection process* – The combined effect of components and procedures leading to the final employment decision, including minimum qualifications (e.g., education, experience, physical attributes, citizenship, residency), written tests, performance tests, oral exams, interviews, background investigations, medical exams, polygraph tests, police academy ratings, probationary period ratings, personality inventories, interest inventories, psychiatric evaluations, veteran's preference, cut-off scores, and ranking procedures.
- V. *Skill* – A present, observable competence acquired or developed through experience and / or training.

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- W. *Skills, knowledge, and abilities (SKA)* – Skills are the proficiency with which an individual performs. Knowledge is a body of information or understanding gained through learning, education, experience, or associations. Abilities are processes required to perform the various job responsibilities.

### III. **Procedures**

- A. The Support Services Division is responsible for the recruiting and selecting of personnel through an efficient, effective, and fair selection process, as governed by state and federal laws and Department policy, ~~as~~ **which includes** the following:
- ~~1.A.~~ Develop, distribute, and coordinate advertising for openings through various media, including but not limited to newspaper, internet, radio, social media, and career fairs.
  - ~~2.B.~~ Schedule and conduct the testing of all applicants.
  - ~~3.C.~~ **For sworn candidates**, conduct pre-academy and pre-~~police~~ **field** training program orientation for new employees in preparation for attendance of the police academy and the **Police Field** Training Officer Program.
  4. **For non-sworn candidates, conduct orientation for new employees in preparation for position training.**
  - ~~5.D.~~ Secure all selection materials.
- B. All elements of the selection process for all personnel shall be administered, scored, evaluated, and interpreted in a uniform manner. The selection process used by the ~~Agency will~~ **Department shall** use only those rating criteria or minimum qualifications which are job-related and non-discriminatory. All evaluative aspects of the selection process ~~will~~ **shall** be designed to measure only those behaviors, traits, and characteristics that are a significant part of the job and relevant to the position to be filled.

### IV. **Authority**

- A. The authority and responsibility for administering personnel selection for the Dalton Police Department is vested in the Chief of Police. Initial appointments shall be made in accordance with the Dalton City Charter.
- B. The Support Services Division shall manage all aspects of the selection process that are under the authority and control of the Chief of Police and the ~~Dalton Police~~ Department.
- C. The Support Services Division shall coordinate with the City of Dalton Human Resources Department those matters relating to applicant selection and recommendations for hiring procedures.
- ~~D.C.~~ The ~~Dalton Police~~ Department shall retain authority and responsibility in the selection process for the following:

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1. Background investigations
2. Elimination of applicants
3. All written, oral, and other testing measures to determine applicants' eligibility and qualifications
4. Evaluation of all testing and testing procedures
5. Recommendation of selected sworn applicants to the Public Safety Commission for acceptance as employees of the City of Dalton

V. **Legal Requirements**

- A. A comprehensive manual that describes all components of the selection process shall be maintained by the Support Services Division.
- B. The selection process shall use only those components that have been documented as having validity, utility, and a minimum adverse impact.
  1. Validity shall require proof that a given element of the selection process either will predict job performance or detect important aspects of candidates' work behavior related to the position for which they are applying.
    - a. In the final analysis, the selection process should be strictly accountable to the following checklist:
      - (1) Professionally and legally accepted data collection techniques are used to identify job tasks.
      - (2) Measurable candidate characteristics, related to predicting job performance, are identified.
      - (3) Selection components, whose measures are job-related, have been used.
      - (4) Conclusions and inferences about candidates are logical and persuasive.
    - b. One or more of the following validation strategies shall be used, as appropriate, to support individual components of the selection process or the selection process as a whole:
      - (1) Criterion-related Validation: Criteria are identified that reflect successful performance of the job, and test scores are then correlated with the performance ratings for the predetermined criteria; a high correlation demonstrates that the test is a useful prediction of the candidate's job performance.

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- (2) Construct Validation: Involves the identification of the characteristics or traits (e.g., honesty) believed to be important to successful job performance. A test is then given that shall measure the degree to which the candidate possesses the required characteristics.
  - (3) Content Validation: A component of the selection process is justified by showing that it measures a significant part of the job (e.g., a typing test for a ~~typist~~ Records Technician).
2. Utility shall be an assessment of the practical value of an element of the selection process, based upon consideration of validity, selection ratio, the number of candidates to be selected, and the nature of the job.
  3. Adverse impact shall be minimal in the selection process. Adverse impact shall be measured by comparing the selection ratio of each race, ~~sex~~ gender, and ethnic group with the group having the highest selection rate. This process can be accomplished by:
    - a. Dividing the number of persons selected from each group by the number of applicants from that group.
      - (1) An applicant is any person who has indicated an interest in being considered for employment by completing an application form.
      - (2) A person who voluntarily withdraws, either formally or informally, at any stage of the selection process is no longer an applicant for purposes of computing adverse impact.
    - b. Note which group has the highest selection rate.
    - c. Divide the selection rate for each group by the rate for the highest group.
    - d. If the selection rate for any group is less than eighty (80) percent of the selection rate for the highest group, then adverse impact may be indicated.
      - (1) There may be an explanation for this difference that stems from valid, nondiscriminatory reasons. The analysis should explore this possibility.
      - (2) The calculation should be based on a significantly large number of cases to be statistically significant.
      - (3) If adverse impact is indicated, an analysis of possible causes should be performed and remedies suggested. Steps shall be taken to alter whatever practices contribute to the adverse impact.

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- (4) All records and data used to monitor adverse impact ~~will~~ shall be maintained in the Administration Division.

4. Exceptions

- a. If the applicant fails to meet the passing point on the written test, the application is returned to the Human Resources Department.
  - b. If the applicant's score is unacceptable on the psychological examination, the application is returned to the Human Resources Department.
  - c. If the applicant makes false statements at any time during the hiring process, the application ~~will be~~ is returned to the Human Resources Department.
- C. Written tests shall be documented as having validity, utility, and a minimum adverse impact.
1. Any test used or relied upon by the Department, including those that are commercially developed, must be valid and nondiscriminatory.
  2. All cut-off scores, passing points, and / or numerical ratings used shall be documented as having validity, utility, and a minimum adverse impact.
- D. Outside organizations, such as commercial testing services, polygraph examiners, employment agencies, industrial psychologists, and personnel consultants and their products, services, and methods shall meet the professional and legal requirements of validity, utility, and minimum adverse impact.
- E. All test results, or any other means utilized to evaluate, rate, or score applicants for employment, shall be tabulated in a uniform manner.
- F. Operational elements of the selection process – time limits, oral instructions, practice problems, answer sheets, and scoring formulas – shall be clearly set forth and carried out identically for all candidates.
- ~~G.F.~~ Whenever Department personnel are used for oral interview or evaluation boards, practical exercises, or assessment labs in evaluating applicants for employment, a representative cross section of the Department's racial, ~~sexual~~ gender, and ethnic makeup shall be used.
- H. Personnel selection staff shall meet the basic qualifications for the job being filled and be thoroughly trained in the content and use of selection procedures.
- ~~I.G.~~ Selection materials shall be stored under lock and key with only limited access of Department personnel.
- ~~J.H.~~ Selection materials, if disposed of, shall be shredded under monitored conditions.

VI. **Administrative Practices and Procedures**

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- A. The ~~Dalton Police~~ Department does not accept applications for positions other than entry-level positions for sworn and ~~civilian~~ non-sworn personnel. The Department uses the same selection process for part-time non-sworn positions as it does for full-time non-sworn positions.
- B. At the time of their formal application, candidates shall be informed, through email, of the following:
  - 1. All elements of the selection process.
  - 2. The expected duration of the selection process.
  - 3. The ~~Agency's~~ Department's policy on reapplication.
- C. Contact shall be maintained with applicants for all positions from initial application to final employment disposition.
- D. Applications for all positions shall not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.
- E. Applicants who fail a portion or portions of the selection process shall not necessarily be excluded from further consideration since:
  - 1. No selection component is perfectly reliable.
  - 2. The applicant may have gained new skills, knowledge, or abilities.
  - 3. Adverse impact can be reduced through retesting.
  - 4. The threat of lawsuits can be minimized through retesting.
- F. Applicants who are not disqualified for cogent reasons, i.e., permanent physical disability or extensive unfavorable characteristic traits, may be retested after review by the Chief of Police and upon written request of the affected applicant.
- G. Applicants may be re-evaluated in those areas in which they were disqualified previously providing a vacancy exists or is projected and at least twelve (12) months have elapsed since the applicant's last testing date. Applicants ~~will~~ shall be informed through email of the date, time, and place for re-evaluation.
- H. Applicants failing to report for the first scheduled test, without a justifiable reason or without notifying the Department of their intended absence, ~~will~~ shall not be notified of subsequent tests and ~~will~~ shall not be deemed a candidate for employment.
- I. All applicants not selected for employment ~~will~~ shall be informed through letter or email of such a decision ~~from the Human Resources Department~~ by the Support Services Division.

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- J. ~~All records of applicants not selected for employment will be maintained by the City of Dalton Human Resources Department for a period of two (2) years.~~ Copies of all applications for employment shall be kept by the Human Resources Department for a period of one (1) year. The ~~Dalton Police Department~~ Support Services Division ~~will shall also~~ maintain a secured electronic copy of all applicant records, including, but not limited to, background information, results from medical examinations, and emotional stability and psychological fitness examinations.
- K. All records of applicants selected for employment ~~will shall~~ be maintained in their personnel file. The personnel files are kept in a locked filing cabinet at the Police Services Center ~~or in secured electronic format~~ and may include, but are not limited to, background information, results from medical examinations, and emotional stability and psychological fitness examinations.
- L. All selection materials shall be stored in a secure area when not being used. Whenever selection materials are disposed of, they shall be shredded under monitored conditions so as to prevent disclosure of the information therein.

## VII. Application

When the Department has an opening, a job announcement ~~will may~~ be made. The job announcement shall provide a description of the duties, responsibilities, requisite skills, educational level, and physical requirements for the position. Applications can be obtained from the City of Dalton website. All applications should be submitted to the Human Resources Department through the City of Dalton website.

## VIII. Application Review

All applications ~~will shall~~ be reviewed for eligibility requirements of the specific vacant position. All applicants that meet the requirements ~~will shall~~ proceed in the selection process.

## IX. Physical Readiness ~~Assessment~~ Testing for Sworn Positions

- A. All physical and age qualifications for entry-level positions shall meet the requirements of validity, utility, and minimum adverse impact.
- B. An examination of the physical readiness of each candidate ~~for a sworn position~~ shall be conducted, prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures.
  - 1. Physical readiness is the state of having sufficient energy to efficiently and effectively carry out job functions on a daily basis, including the ability to respond effectively to emergency situations.
  - 2. The purpose of ~~the~~ physical readiness testing at the entry level is to determine a candidate's aerobic capacity, agility, anaerobic power, and explosive leg power.

### RESTRICTED LAW ENFORCEMENT DATA

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3. All ~~“events”~~ tests or examinations used in the ~~test~~ selection process shall be representative of the degree of physical agility that sworn personnel are expected to maintain throughout their careers.

X. **Written Examination**

- A. All elements of the written examinations shall be standardized in order to be effective and impartial.
- B. For sworn positions, the written examination shall include ~~the Compass Test and the Law Enforcement Officer National Basic Abilities Test. Certified candidates do not have to take the Compass Test.~~
- C. Written examinations for ~~civilian non-sworn~~ positions ~~will~~ shall be used when applicable to the position being filled. The examination may include, but not be limited to, typing rate and accuracy, proofreading ~~or analyzing~~ documents for data, grammar, and / or math calculations.
- D. An emotional stability and psychological fitness examination of each ~~sworn~~ candidate shall be conducted, prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures. The test shall be assessed by a qualified professional, such as a licensed psychologist or psychiatrist.

XI. **Oral Board Interview ~~for Sworn Positions~~**

- A. The selection process for both sworn and non-sworn candidates shall include an oral board interview.
- ~~B.A.~~ All elements of the oral interview process shall be standardized in order to be effective and impartial.
- ~~C.B.~~ Uniform questions and a uniform rating scale shall be used.
- ~~D.C.~~ Clarification of answers, if needed, may be sought by the interviewer(s).
- ~~E.D.~~ Rating scales or procedures shall be standardized in order to permit valid and useful distinctions among candidates and their expected job performance.
- ~~F.E.~~ Oral interview results shall be recorded on a standardized form.

XII. **Background Investigation**

- A. A background investigation shall be conducted on each candidate, ~~sworn and non-sworn~~, prior to appointment to probationary status. The background investigator shall notify the candidate that the background investigation has begun. The candidate should be told that it may be necessary for ~~them~~ him / her to assist the investigator to obtain some documentation.
- B. Verification of the candidate’s qualifying credentials shall include, but not be limited to:

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1. Educational achievement
  - a. A copy of the candidate's transcripts from all high schools, trade schools, colleges, and universities shall be obtained, if not already in the application package.
  - b. Interviews shall be conducted of the candidate's teachers, guidance counselors, and, if appropriate, athletic coaches from high school and other educational institutions.
2. Employment
  - a. All prior employers shall be contacted, and any performance evaluations should be obtained, if possible.
  - b. Interviews shall be conducted with the candidate's former fellow employees and supervisors.
  - c. If the candidate is a former police officer, a request should be made for a complete copy of the candidate's personnel / training files and any record of complaints or disciplinary action, including internal affairs investigative reports, from the prior law enforcement agency / agencies and the Georgia Peace Officers Training and Standards Council. Records from the police academy that the candidate attended should also be obtained.
3. Age

Candidates shall submit a certified copy of their birth certificate, and all sworn candidates shall be at least twenty-one (21) years of age.
4. Residence (Sworn Applicants Only)

An interview with the candidate and candidate's family shall be conducted at his / her residence, if possible.
5. References

Interviews shall be conducted with at least three (3) personal references provided by the candidate. This may include the candidate's neighbors, within the past five (5) years, and residence manager(s), if an apartment dwelling. In addition, the investigator should seek additional references to interview, including those provided by any listed personal references. Verification shall be made by personal interview, whenever possible, and shall be backed up by written notations.
6. Criminal Record Check
  - a. A check for the candidate's criminal record through the National Crime Information Center shall be made.

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- b. A check with local agencies where the candidate lives and works or has lived or worked shall be made.
- c. A check of driver's history information through DMV databases shall be made.
- d. A check of the candidate through the Georgia Information Sharing Analysis Center (GISAC) shall be made.
- e. A check of the National Decertification Index shall be made for all sworn candidates.

#### 7. Social Media

For all candidates, the background investigator shall conduct or have conducted a check of all popular social media platforms to ensure any profile belonging to the candidate or reference to the candidate does not contain any material that would bring discredit or adversely affect efficiency or integrity of the Department.

~~C.B.~~ Personnel used to conduct applicant background investigations shall be sworn personnel and trained in collecting the required information. At the discretion of the Chief of Police, qualified third-party entities may be used to conduct portions of background investigations.

~~D.G.~~ Background investigations contain sensitive and confidential information. The collected information must be kept in strict confidence. When the investigation is complete, it ~~will~~ shall be forwarded to the Support Services Division Commander and then to the Chief of Police.

### XIII. Polygraph Examinations

- A. Examinations and the evaluations of results for sworn and non-sworn candidates are conducted by examiners who possess professional training and credentials in the use and interpretation of polygraph results.
- B. In connection with pre-employment or applicant-type examinations, only areas of an applicant's background, which are demonstratively related to the applicant's suitability for employment with the inquiring agency, ~~will~~ shall be covered during the interview and examination. Prior to the examination, the applicant ~~will~~ shall be provided with a list of the areas from which the polygraph questions will be drawn. These areas include, but are not limited to:
  - 1. Falsification of application
  - 2. Past work history
  - 3. Past and / or present illegal drug usage or sales
  - 4. Criminal convictions

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5. Past and / or present thefts of money or merchandise
  6. Past and / or present involvement in criminal activity
  7. Driving history
- C. It is the responsibility of the examiner to ensure that all questions are answered on the background information booklets, that the examinee's signature is affixed to the question sheet, that every question to be asked has been reviewed, word for word, and that the examinee consents to each and every question to be asked.
- D. At the end of the examination, the examinee ~~will~~ shall be asked to sign the chart for the purpose of identification of the charts.
- E. At the completion of the examination, the examiner ~~will~~ shall forward a copy of the results and the applicant background information booklet to the Chief of Police or his / her designee.
- F. The acceptance or denial of employment status shall in no way be based solely upon the results of a polygraph examination. The totality of the circumstances, which include both pretest and post-test interviews, may be utilized in making and supporting employment decisions.

#### XIV. **Chief's Interview**

The Chief of Police shall interview all **sworn and non-sworn** applicants that have been approved for interviews by the Support Services Division Commander or his / her designee. The interview ~~will~~ shall allow for pertinent information to be discussed in person that will assist in making a hiring decision. At that time, the Chief of Police may offer the applicant a conditional job offer, dependent on satisfactory completion of other requirements.

#### XV. **Medical Examination for Sworn Positions**

A medical examination of each sworn candidate shall be conducted after a conditional job offer has been given but prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures by a board-certified licensed physician.

#### XVI. **Drug Screens**

A drug screen of each **sworn and non-sworn** candidate shall be conducted after a conditional job offer has been given but prior to appointment to probationary status.

#### XVII. **Academy Requirements**

**Sworn candidates that are not already certified in Georgia are required to meet the following for acceptance into a Basic Law Enforcement Training Course:**

- A. **In accordance with Georgia Peace Officer Standards and Training Council rules, all non-certified sworn candidates are required to pass the Physical Agility Test prior to being accepted into a Basic Law Enforcement Training Course. Successful**

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completion of this test is deemed a condition of the job offer made by the Chief of Police. This test is in addition to the physical readiness requirement of the selection process.

- B. In accordance with O.C.G.A. 35-8-8, each candidate for peace officer certification shall successfully complete a job-related academy entrance examination that is approved by the P.O.S.T. Council. If a candidate has attained a degree from an accredited college or university or has achieved a sufficient score on the Scholastic Aptitude Test (SAT) or American College Testing (ACT), he / she shall be deemed to have met this requirement.

#### **XVIII. Public Safety Commission**

All sworn applicants, which have been appointed to probationary status, shall be presented to the City of Dalton Public Safety Commission for final approval.

#### **XIX. Probationary Periods**

- A. All sworn applicants shall complete a twelve (12) month probationary **status period** before being granted full-time status, pending the completion of a Basic Law Enforcement Training Course from a P.O.S.T. certified regional academy, unless the applicant is already a certified officer. The Chief of Police shall have the authority to lengthen the probationary period in special situations.
- B. All non-sworn applicants shall complete a twelve (12) month probationary period before being granted full-time status. The Chief of Police shall have the authority to lengthen the probationary period in special situations.
- C. The appointment rate of candidates from probationary to full-time status shall meet the requirements of minimum adverse impact.

*This policy supersedes any policies previously issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-3.13</b>
<i>Subject</i> <b>Chaplain Program</b>		
<i>Reference</i> <b>CALEA Standards – 22.1.4, 45.3.1, 45.3.2, 45.3.3</b>		<i>Revised</i> <b>August <del>27, 2019</del> 24, 2021</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2021</del> 2023</b>	<i>No. Pages</i> <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to provide a total police service program to meet the various needs of Department personnel. One of these needs is the Chaplain Program.

## II. Credentials

- A. Chaplains may or may not be duly sworn law enforcement officers, but they must have a strong faith in God and a great love for people, whom God created. A Chaplain must recognize that his / her daily living will be the criteria by which he / she is accepted or rejected by the Officer with whom he / she is working.
- B. Chaplains shall carry on their person proper identification issued by the Department and shall properly identify themselves in a manner becoming the ministry.
- C. The Chaplain Program falls under the command of the Patrol Division Commander.

## III. Authority

Chaplains are staff assistants to the Chief of Police. Chaplains are authorized to visit Officers ~~of the Agency~~ and have access to all buildings and scenes where the presence of Officers indicates the requirement for or need of Chaplain services.

## IV. Nomination and Appointment

- A. The Chief of Police shall officially approve each Chaplain for service as a volunteer Chaplain for the Department.
- B. Chaplains so approved are representatives of their denomination but ecumenical in service. Their acceptability as law enforcement Chaplains is contingent upon their continuance in good standing within the religious organizations they represent.
- C. Chaplains not in good standing within the religious organizations they represent or deemed not suited to meet the needs of the Department shall be removed from the Chaplain Program.

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V. **Duties**

The Chaplains' duties are listed in terms of service to law enforcement Officers, their families, the community, and their churches.

VI. **Duty in the Field**

- A. The Department shall authorize Chaplains to ride with Officers. This should be done frequently during the initial orientation of each Chaplain and be continued as an ongoing activity, at least once monthly, to keep the Chaplain in touch with pressures and problems that confront men and women on the street. This will also give Officers the opportunity to discuss situations when they have tried to help persons in crisis.
- B. Chaplains shall be available to support Officers with counseling or providing advice to persons involved in family crises or other stressful situations. In these cases, Chaplains shall not intervene unless requested to do so by the Officer.
- C. Chaplains shall be available to any Officer to assist in any crisis situation the Officer is involved. This may be as a consultant or assistant to the Officer who is actually conducting an investigation.
- D. Chaplains may be called to assist Officers when there is an accident involving serious injury and there is need to provide comfort to injured parties and / or their families.
- E. Chaplains shall counsel Officers in dealing with possible religious frauds that seek to take advantage of the community.

VII. **Duty to Personnel and Family**

- A. As specialists in the field of religious guidance, Chaplains shall be advisors to the Chief of Police in all matters pertaining to moral, spiritual, and religious welfare of Department personnel.
- B. Officers often feel the need for a neutral person in whom to confide more freely than they might with their Supervisors, fellow Officers, members of their families, or their clergy, especially in time of death, serious injury, or job-related crisis.
- C. Chaplains shall be available, as requested, to employees and their families in times of personal stress and / or crisis.
- D. Chaplains shall assist Department officials in making notification to families of Officers receiving serious injury or upon the death of an Officer.
- E. Chaplains shall visit sick and injured personnel at home or in the hospital.
- F. Chaplains shall be available to make appointments or referrals for counseling with professionally accredited counseling services for employees involved in marital disputes and / or quarrels, as the situation dictates.

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VIII. **Duty to Department Training and Operations**

- A. Chaplains shall serve in ceremonial functions consistent with their positions, funeral and memorial services where they represent the Department, and religious or civil ceremonies, such as academy graduations.
- B. Chaplains shall function in a religious role consistent with the tenets and practices of their faith. If the Chaplains cannot provide assistance, they will make every effort to provide for the required ministrations.
- C. Chaplains shall coordinate and plan religious services and / or religious educational programs for the Department.
- D. Chaplains shall make presentations during Recruit orientations. Presentation topics may include Department personnel and family orientation, personal stress management, family crisis intervention, or acquainting Recruits with the services of the Chaplain Program.
- E. Chaplains shall occasionally attend in-service training.
- F. Chaplains shall occasionally attend roll call sessions, even though they may or may not take an active part in them.
- G. Chaplains shall be on call and shall communicate the order and frequency of the call rotation to the Whitfield County 911 Center and to the Patrol Division Commander.
- H. Chaplains shall follow proper Departmental policies and procedures.
- I. Chaplains shall be familiar with communications procedures established by the Department and shall conform to them.
- J. Chaplains are subject to proper protocol procedures and discipline and shall report to the Incident Commander when arriving at the scene of an emergency.
- K. Chaplains shall make regular monthly reports of their activities and submit them to the Patrol Division Commander.
- L. Chaplains shall not release any information to the news media, insurance agencies, or attorneys regarding cases where they are involved. All information secured should be held in confidence and used only for the benefit of the person or Officer involved.
- M. The Chaplain shall not publicly criticize the action of any law enforcement Officer, Department official, fellow Chaplain, or Department policy or action. Any Chaplain having a grievance shall take follow the process as outlined in policy GO11-3.18, Grievance Procedures.

IX. **Duty to the Church and Community**

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- A. Chaplains shall act as liaisons between the local ministerial alliance or association and the Department.
  - B. Chaplains shall maintain professional relationships with the clergy of the community at all times.
  - C. Chaplains shall make referrals of persons in crisis to the clergy of his / her choice as soon as possible.
  - D. Chaplains shall not usurp the position of pastor or clergy or act in an unethical way at any time.
  - E. Because of his / her orientation in religion and psychology, a law enforcement Chaplain may provide assistance to domestic disturbances, the mentally ill, juvenile situations, neighborhood problems, racial problems, religious fraud, and other situations. Chaplain services may be utilized at the discretion of the Chief of Police.
  - F. Chaplains shall become involved in domestic situations only when a Supervisor feels that the Chaplain's services may be of help to the families involved.
  - G. Chaplains shall provide counsel to the youth of the community and their families on behalf of the Department, when requested by a Supervisor.
  - H. Chaplains shall console and comfort victims of community disasters, such as floods, fires, tornadoes, and explosions, and their relatives, on behalf of the Department when requested by a Supervisor.
- X. **Qualifications**

Qualifications for Chaplain shall be enumerated in the Chaplain's job description, which shall be maintained by the Support Services Division.

XI. **Training**

After appointment by the Chief of Police, all Chaplains ~~will~~ shall, at a minimum:

- A. Attend and complete GCIC Security and Awareness training
- B. Complete any additional training as directed by the Chief of Police

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

<i>Effective Date</i> <b>July 26, 2005</b>		<i>Number</i> <b>GO05-3.17</b>
<i>Subject</i> <b>Performance Evaluations</b>		
<i>Reference</i> <b>CALEA Standards – 35.1.1, 35.1.2, 35.1.4, 35.1.5, 35.1.6, 35.1.7, 35.1.8</b>		<i>Revised</i> <b>August <del>27, 2019</del> 24, 2021</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2021</del> 2023</b>	<i>No. Pages</i> <b>5</b>

## I. Policy

It is the policy of the Dalton Police Department to conduct annual, and more often if necessary, evaluations of the work performance of all employees in order to assess proficiency and provide employees with feedback to improve work performance.

## II. Definitions

- A. *Performance evaluation* – The process of periodically evaluating an employee’s job performance.
- B. *Performance tracking software* – Computer software used to track employee job performance. Guardian Tracking is the performance tracking software used by the Department.
- C. *Job Task Analysis* – The process of determining essential employee job tasks, their criticality, and the frequency of which they are performed.
- D. *Task* – An essential function the employee is expected to perform as part of his / her regular duties.
- E. *Rating* – The level of efficiency to which an employee performs a job task or a related function of that task.
- F. *Rater* – A Department Supervisor.

## III. Procedures

- A. Rater Training
  - 1. All Department Supervisors and System Administrators ~~will~~ shall receive training on the proper operation of the performance tracking software.
  - 2. Supervisors shall review the performance evaluation process and performance tracking software at the beginning of each evaluation period with each employee they will be evaluating.

B. Measurement Criteria

1. Employee job performance ~~will~~ shall be measured against pre-established standards in the areas of job tasks, policy compliance, and proficiency.
2. The pre-established standards are based on a job task analysis completed for each respective position.
3. All employees ~~will~~ shall be notified in writing concerning the performance standards for his / her position.
4. All criteria used in the performance evaluation ~~must~~ shall be specific to the assignment(s) of the employee for the rating period.

C. Measurement Definitions

Supervisors ~~will~~ shall enter the appropriate rating on the evaluation for each area according to the following scale:

1. Excellent (EX): An employee who receives this rating has consistently demonstrated performance which rises to a level of excellence that, when demonstrated, sets him / her apart from others in that he / she deserves special praise or recognition. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating.
2. Above Standard (AS): An employee who receives this rating has consistently demonstrated effective performance above and beyond the normal, expected level of achievement. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating.
3. Meets Standard (MS): An employee who receives this rating meets the standard for this area according to the position and assignment during the evaluation period. The standard required for this rating ~~will~~ shall be defined in each task area.
4. Below Standard (BS): An employee who receives this rating has demonstrated performance that is below the normal expectations, but not requiring formal corrective action beyond supervisory guidance. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating.
5. Requires Improvement (RI): This rating is assigned when an employee fails to perform a task or proficiency according to the standard. When this rating is assigned, the employee's Supervisor shall provide explanatory comments on the evaluation form as to why the employee received the rating to include, at a minimum:

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- a. The date(s) of the incident(s) that caused the rating
  - b. Any remedial training provided to the employee
  - c. The date of expected improvement
  - d. The resolution plan
  - e. Whether the resolution plan was accomplished and, if so, when
6. Not Observed (NO): Supervisors ~~will~~ shall assign this rating to areas where the employee did not complete the task during the rating period or the Supervisor did not observe and / or cannot verify the employee performed the task.
7. Not Applicable (NA): Supervisors ~~will~~ shall assign this rating when the task or dimension being evaluated does not apply to the employee's position and / or assignment. Note: If this rating is assigned, the System Administrator should be notified to modify the job position description.

D. Notations and Entries to the Performance Tracking Software

1. A fair and equitable evaluation relies on the observations and notations into the performance tracking software by Department Supervisors.
2. Supervisors ~~will~~ shall constantly monitor employee performance and make corresponding entries into the performance tracking software when employees are observed performing a task or other evaluated dimension.
3. Comments or information entered by Supervisors or peers ~~will~~ shall be placed into the comments section of any created entry within the performance tracking software.
4. These entries ~~will~~ shall include the date the duty or task was performed and specific comments or facts surrounding the entry.
5. Any Supervisor or peer may make entries and / or notations to the performance tracking software for any other employee.

E. Frequency of Evaluation

1. Formal evaluations ~~will~~ shall be conducted with all full-time and part-time ~~Departmental~~ personnel at least annually, with the exception of the Chief of Police. Except for probationary employees, the evaluation period ~~will~~ shall cover one year, beginning and ending on the employment anniversary.
2. Probationary employees and Department members on promotional probation shall have a quarterly performance report completed and signed

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each quarter and entered into the performance tracking software by their current Supervisor.

3. Supervisors ~~will~~ shall conduct documented quarterly performance meetings with employees to provide feedback on work performance and career development.
4. Supervisors ~~will~~ shall notify employees in a timely manner whenever performance is deemed to be unsatisfactory. In addition to providing this notice, Supervisors ~~will~~ shall make an entry in the performance tracking software explaining the problem(s) that currently exists and detailing the plan to improve performance.

F. Conclusion of Rating Period

1. At the conclusion of each rating period, and at least annually, employees ~~will~~ shall be counseled by their Supervisor on matters to include the following:
  - a. Results of the performance evaluation just completed
  - b. Level of performance expected and rating criteria or goals used for the new evaluation period
  - c. Career counseling relative to such topics as advancement, specialization, or training appropriate for the employee's position
2. The employee shall sign and date the evaluation. This signature does not necessarily mean that the employee agrees with the evaluation, only that it has been discussed with him / her.
3. Space shall be provided on the performance evaluation for the employee to write any comments concerning the evaluation. Additional sheets may be attached, if required.
4. After final approval by the Chief of Police, the completed and signed evaluation form ~~will~~ shall be scanned and attached to an entry made in the performance tracking software. All employees shall have access within the performance tracking software to view and print the completed evaluation.
5. All formal evaluations ~~will~~ shall be reviewed and signed by the rater's Supervisor prior to becoming final.
6. All performance evaluations shall be retained in accordance with the State of Georgia's retention guidelines.
7. To ensure uniform, fair, and impartial evaluations, raters shall be monitored and evaluated by their Supervisors. Raters ~~will~~ shall be evaluated on their ability to be fair and impartial, as well as their ability to carry out their role as a rater.

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G. Contested Evaluations

An employee who disagrees with his / her evaluation, either in its entirety or any portion, may appeal the evaluation through his / her chain of command. The employee shall use the procedures outlined in policy GO11-3.18, Grievance Procedures.

H. System Maintenance

1. The System Administrator(s) is responsible for adding or changing an employee's status within the performance tracking software.
2. The System Administrator(s) is responsible for updating job tasks and other dimensions, as job duties and position descriptions are changed.
3. All Supervisors are responsible for notifying a System Administrator when changes, additions, or deletions need to be made to job position descriptions.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO92-7.11</b>
<i>Subject</i> <b>Confidential Informants</b>			
<i>Reference</i> <b>CALEA Standard – 42.2.6</b>		<i>Revised</i> <b>August <del>27, 2019</del> 24, 2021</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August <del>2021</del> 2023</b>	<i>No. Pages</i> <b>11</b>	

## I. Policy

It is the policy of the Dalton Police Department to utilize Confidential Informants, whenever possible, to bring about the successful conclusion of law enforcement investigations.

## II. Definitions

- A. *Alternate handler* – The Officer designated by the primary handler to assist or assume control of the Confidential Informant in the absence of the primary handler.
- B. *Confidential Informant (CI)* – An individual, documented and controlled in accordance with this directive, who by agreement, collects and / or provides information or assistance of law enforcement value while operating under the instructions and supervision of a Dalton Police Officer.
- C. *Confidential Informant Control Supervisor (CICS)* – The CID Supervisor who shall be responsible for maintenance and security of all files and for ensuring that all informant-related activities are conducted in accordance with this directive.
- D. *Confidential Informant (CI) file* – A controlled access file maintained by the CICS containing identification, historical data, and performance data on a specific CI.
- E. *Master Source Logbook* – A hand-written listing maintained by the CICS that includes all sources of information and Confidential Informants (CI). This logbook shall be indexed by name and number.
- F. *Master Source File* – An electronic file containing a master listing of all sources of information and CIs by name, number, and other identifying information, as determined and maintained by the CICS. This is used as a reference file to avoid CI file duplication.
- G. *Primary handler* – The Officer who recruits or directly controls a particular Confidential Informant.
- H. *Source of information (SOI)* – An individual that aids the Department or any Officer and does not request that his / her identity remain confidential.

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### III. Procedures

- A. The intent of this program is to develop and utilize useful Confidential Informants (CIs) in all types of criminal investigations. A CI recruitment effort ~~will~~ shall be emphasized in crimes against persons, property, vice, drug trafficking, and organized crime activity.
- B. The sensitive nature of a CI program and the potential danger to CIs, if compromised, dictate that all aspects of CI procedures be conducted with extreme care and discretion.
- C. Recruiting and initial contact with CIs is accomplished primarily by Officers of this Department. Each CI is assigned to a primary handler who is responsible for maintaining contact with the CI, exercising appropriate control over the CI's police-related activities, tasking and directing the CI, systematically debriefing the CI, relaying information to those best suited to utilizing it, and ensuring that a file is maintained that reflects the CI's current status and activities. This relationship requires that all reasonable measures be implemented to protect CIs and that only individuals capable of providing information within the spirit of this directive are classified as CIs.

### IV. Reporting

- A. The CICS is responsible for the management, security, and integrity of the CI program. The CICS ~~will~~ shall ensure that the files are kept up-to-date, that CI performance is continually evaluated, and that any coordination required between other agencies, courts, or Officers is conducted in accordance with established guidelines.
- B. All CIs recruited and utilized by this Department shall be reported to the CICS, who ~~will~~ shall assist in completing documentation, directing CI efforts, and providing any other assistance requested or required.
- C. Evaluation Criteria

All information obtained from CIs ~~will~~ shall be evaluated in accordance with the following guidelines:

1. Completely reliable – There is no doubt of its authenticity, trustworthiness, or competency. Information supplied by a CI in the past has proved to be reliable in all instances.
2. Usually reliable – There may be some doubt as to its authenticity, trustworthiness, or competency. However, information obtained from the CI in the past has, in the majority of instances, proved to be reliable.
3. Fairly reliable – There is usually some doubt as to its authenticity or trustworthiness. Information obtained from this CI in the past has proved to be reliable in a moderate number of cases. Note: Information of this nature ~~will~~ shall be classified as raw intelligence data, and this information ~~will~~ shall not be disseminated.

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4. Reliability cannot be judged – Reliability has not been determined by experience or investigation. There is no way of knowing its authenticity, trustworthiness, or competency. Note: Information of this nature **will shall** be classified as raw intelligence data, and this information **will shall** not be disseminated.

V. **File Initiation and Records Management**

A system of recording certain information and maintaining specific files is necessary to ensure that CI-related efforts are coordinated, that CIs and their handlers are protected, and that the information obtained is put to the most efficient use possible. The following sections deal with the record system and files concerning CI activities and biographical information, which **will shall** be maintained by the CICS.

- A. The primary handler shall be responsible for creating the CI file by labeling a standard size file folder and securing it in the area designated by the CICS. This shall be completed as soon as the CI is recruited. The file upkeep **will shall** be the responsibility of the primary handler, and file security **will shall** be the responsibility of the CICS.
- B. Each CI file **will shall** contain the following information and documentation:
  1. Up-to-date photograph that is taken at the time of recruitment
  2. Set of fingerprint cards, complete with signature
  3. Biographical and background information, **including information on how the CI can be located**
  4. Criminal history record
  5. CI identification number and / or fictitious name assigned to the CI
  6. Confidential Source Report, complete with signatures (See Appendix A)
  7. Copies of any Confidential Source Report / Informant Payment Receipts (See policy GO92-7.12, Confidential Expenditures)
  8. Listing of all incident report numbers or cases generated by the CI's information and the results of those investigations
  9. Juvenile Waiver Form, if applicable (See Appendix B)
  10. Reports documenting all meetings and activities, including information received that is not documented elsewhere (i.e., case reports or intelligence files). A signed Confidential Source Report / Informant Payment Receipt containing a case number and / or a criminal intelligence number **will shall** be sufficient documentation of a meeting, provided that details of the meeting are included in the stated report.

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11. A meeting log shall be maintained to document meetings with CIs that do not result in the use of a Confidential Source Report / Informant Payment Receipt. This log shall include: date, time, duration of meeting, and reference for additional information.
- C. All above documentation ~~will~~ shall be updated as the information changes or if an inactive CI is reactivated. Criminal history reports should be updated annually or more frequently, if needed.
- D. Under no circumstances ~~will~~ shall any Officer, without the express permission of the primary handler and / or the CICS, review or discuss another handler's CI files or discuss the identity of a CI. Only the following personnel ~~will~~ shall have access to the files maintained by the CICS:
  1. Primary handler or alternate handler, if a specific need arises
  2. Confidential Informant Control Supervisor
  3. Criminal Investigations Division Operations Supervisor
  - ~~4.3.~~ Criminal Investigations Division Commander
  - ~~5.4.~~ Assistant Chief of Police
  - ~~6.5.~~ Chief of Police
- E. All CI files ~~will~~ shall be maintained separately from other files by placing them into a safe or into a drawer that can be secured.
- F. All inactive CI files ~~will~~ shall be maintained for a minimum period of one (1) year. After the minimum period has passed, and the CICS has determined the CI file is no longer needed, the CI file and all its contents ~~will~~ shall be destroyed. The CICS ~~will~~ shall erase any recorded material and shred all paper material in the file. A notation of the destruction of the file ~~will~~ shall be made in the Master Source Logbook. Entries made in the Master Source Logbook and in the Master Source File ~~will~~ shall be maintained permanently.

## VI. Restrictions

- A. The Department may utilize juveniles as Confidential Informants on a limited basis. No juvenile (under 18 years of age) ~~will~~ shall be utilized as a CI by any Officer without having obtained a parent or guardian's permission (Juvenile Waiver Form – Appendix B). Under no circumstances ~~will~~ shall a juvenile be used as a CI in any manner that encourages or requires him / her to use illegal substances or alcohol.
- B. No Officer shall have contact with a CI that is not of a professional nature. No Officer shall meet with a CI alone. No social or off-duty contacts ~~will~~ shall be allowed.
- C. All Officers are prohibited from accepting gifts, loans, or any other form of gratuities from a CI.

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- D. No Officer shall meet or conduct investigative activities with an active CI without the knowledge of the primary handler or CICS.
- E. Only information concerning criminal activities is authorized for collection by CIs and maintained within the files of this ~~Agency~~ Department.

VII. **Utilization Guidelines**

- A. Officers are to use caution and discretion in order to protect the identity of a CI. The identity of a CI should only be disclosed to those individuals who have a lawful right and a need to know that information.
- B. The following procedures shall be used to protect the safety of the CI:
  - 1. When being utilized during an operation to gather evidence or information, the CI shall be equipped with an electronic device that allows the handler to receive audio and / or video transmissions of the CI's activities.
  - 2. The number of personnel involved in operations utilizing a CI shall be limited to only those needed to comply with this directive and to safely conduct the operation.
  - 3. The CI's personal information shall not be used on Department forms, reports, or paperwork, other than what is required by this directive.
- ~~C.B.~~ Contact with CIs ~~will~~ shall be such that their knowledge of Department facilities, operations, activities, and personnel is kept to a minimum.
- ~~D.C.~~ All meetings with CIs require the presence of two (2) Officers or at least one (1) back-up surveillance Officer in the area.
- ~~E.D.~~ Officers should take additional precautions when dealing with CIs of the opposite ~~sex~~ gender and with CIs whose sexual preference may make an investigation more susceptible to compromise through alleged improprieties.
- ~~F.E.~~ Any inappropriate behavior displayed by a CI during any meeting ~~will~~ shall be brought to the immediate attention of the CICS, and a notation of the behavior ~~will~~ shall be documented in the CI file.
- ~~G.F.~~ Payments to CIs and the CIs' use of funds ~~will~~ shall be made in accordance with policy GO92-7.12, Confidential Expenditures.
- ~~H.G.~~ Officers ~~may~~ shall not make any explicit or implicit promises or predictions regarding the likely disposition of any criminal charges that are pending against the CI. Confidential Informants may only be advised that the Officers will make the extent of the CI's cooperation known to prosecuting authorities.
- ~~I.H.~~ All active CIs ~~will~~ shall normally be contacted by their primary handler or the alternate handler at least once every thirty (30) days. All contacts shall be recorded in the CI file by the handler.

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- ~~J.H.~~ If no useful information is received and / or contact cannot be established in 180 days, the CI should be terminated and the file placed on inactive status and maintained for a period of one (1) year, unless pending litigation requires lengthier maintenance. An entry reflecting the basis for the CI's termination ~~will~~ shall be placed into the CI file.
- ~~K.J.~~ When the services of a CI are terminated, if possible, a debriefing ~~will~~ shall occur and the results annotated in the CI's file. The CI ~~will~~ shall also be advised that, although formal assistance to the Department is no longer required, the Department should be notified of any threats which may be directed toward him / her as a result of services rendered. Further, the Officer handling the debriefing should attempt to obtain any criminal information known to the CI that has not been previously reported.
- ~~L.K.~~ If debriefing a CI is not considered appropriate in the judgment of the primary handler or CICS, an entry to this effect, explaining the full circumstances by citing specifics, ~~will~~ shall be included in the CI file. The reasons for not debriefing a CI may include, but are not limited to:
1. A debriefing would not be in the best interest of the ~~Dalton Police~~ Department.
  2. A debriefing would, in some way, serve to compromise, needlessly delay, or endanger the CI.
  3. The CI moves out of the area without prior notice.
  4. Termination is for cause, and the CI is suspected of engaging in criminal activity.
  5. The CI has not been sufficiently productive or actively contacting the Department, as required.
  6. The primary handler has substantial reasons, not mentioned above, for terminating further contact with the CI.

#### VIII. Probationers and Parolees

- A. Before utilizing a CI that is on active probation or active parole, the primary handler shall:
1. Send a letter to the appropriate agency requesting permission to use the probationer / parolee as a CI.
  2. Receive documented approval from the appropriate agency.
- B. The primary handler shall be responsible for notifying the appropriate agency if the CI's services are no longer needed.

#### IX. Patrol Officer's Use of Confidential Informants

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- A. Patrol Officers are encouraged to recruit Confidential Informants.
- B. Most CIs that come to the attention of Patrol Officers will be as a result of an arrest situation.
- C. Should an arrestee indicate that he / she wants to work as a CI, he / she ~~will~~ shall be charged as usual.
- D. The Watch Commander ~~will~~ shall be advised, and a preliminary interview ~~will~~ shall be conducted to determine the following:
  - 1. The CI's motivation
  - 2. The CI's past dealings with any law enforcement agency
  - 3. On whom or what the CI can provide information
- E. Extreme care should be taken to ensure the CI's confidentiality.
- F. The Patrol Officer and / or the Watch Commander ~~will~~ shall contact the CICS, and the CI ~~will~~ shall be entered into the CI file after a careful review and assessment are made.
- G. A determination ~~will~~ shall be made, after the CI has worked, as to the value of his / her information and / or services.

*This policy supersedes any policies previously issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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**Appendix A**

**CONFIDENTIAL SOURCE REPORT**

C/S NUMBER      Control Detective      Alternate      Detective      DATE  
\*\*\*\*\*

1. IDENTIFYING DATA

C/S Name \_\_\_\_\_ Full True Name \_\_\_\_\_

Race \_\_\_ Sex \_\_\_ Height \_\_\_ Weight \_\_\_ Hair color \_\_\_ Eye color \_\_\_ DOB \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Occupation: \_\_\_\_\_

GCIC-NCIC checked by: \_\_\_\_\_ Date: \_\_\_\_\_

Results attached: Yes ( ) No ( )      Criminal Record: Yes ( ) No ( )

DL# \_\_\_\_\_ State \_\_\_\_\_ SS# \_\_\_\_\_

Photo in file: Yes ( ) No ( )      Fingerprint cards with Signature: Yes ( ) No ( )

Informant a Juvenile: Yes ( ) No ( )      Juvenile Waiver Form: Yes ( ) No ( )

Intelligence files checked: Yes ( ) No ( )

Description of vehicle driven: Make \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_

Tag \_\_\_\_\_ State \_\_\_\_\_ Other vehicles \_\_\_\_\_

Name, address and phone number of next-of-kin:

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

\*\*\*\*\*

2. GENERAL NATURE OF SERVICE OR INFORMATION EXPECTED

(Check one or more)

\_\_\_\_\_ Narcotics – Specify \_\_\_\_\_

\_\_\_\_\_ Organized Crime      \_\_\_\_\_ Fraud/White Collar Crime

(a) How was the informant recruited/motivated? \_\_\_\_\_

(b) Contact procedures and any pre-set locations for meetings: \_\_\_\_\_

(c) Threats against the informant, danger anticipated, and countermeasures to be taken: \_\_\_\_\_

(d) Personal or other problems which might hinder the informant's effectiveness: \_\_\_\_\_

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\*\*\*\*\*

3. CONFIDENTIAL SOURCE ADVISEMENT  
(Have the C/S read carefully and sign below)

**I understand that while I am a confidential source for the Dalton Police Department (DPD) I am forbidden to do any of the following:**

- A. Sell or deliver any controlled substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
- B. Use sex or sexual activity to induce the sale or delivery of a controlled substance, dangerous drug, marijuana, or any other substance purported to be the same to anyone.
- C. Search any person, suspect, house, papers, or personal effects.
- D. Become involved in any activity which might be construed as entrapment.
- E. Engage in any illegal activity or improper conduct so long as I am working as a confidential source, including carrying a weapon or impersonating an officer of the law.
- F. Divulge to any person, except the agents with whom I am associated, my status as a confidential source for the DPD, unless required to do so in court. I shall not represent myself to others as an employee or representative of the DPD.

**I also understand that:**

- G. I am agreeing to function as a confidential source of my own free will and accord and not as a result of any intimidation, promises, or threats.
- H. I understand that my relationship with the DPD will not protect me from arrest and prosecution for any violation by me of federal, state, or local laws.
- I. I am not an employee of the DPD. I am an independent contractor on a case or time basis and any payment I receive will be my responsibility in reporting any income for tax purposes.
- J. No officer or agent of the DPD may make any explicit or implicit promises or predications regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

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- K. I further agree to permit Agents of the DPD and other law enforcement officers to monitor all communications between myself and any parties involved in an investigation or criminal activity by usage of radio transmitters, audio and video recorders, or any other equipment.
- L. I further agree to permit Agents of the DPD to conduct searches of my person, personal effects, and vehicle prior to and immediately following the purchase of contraband in order to ensure I am not in possession of any other funds or contraband at the time of the operation.
- M. I further acknowledge that as a confidential source and independent contractor, I am not entitled to Workmen's Compensation or Unemployment Compensation from the DPD. I shall not hold the DPD liable for any injuries or damage incurred by reason of my association with the DPD.
- N. I further agree not to use the DPD or any of its agents as credit or employment references.
- O. I further agree to maintain a strict accounting of all funds and equipment provided to me by the DPD as part of my activity as a confidential source. I understand that misuse of DPD funds and equipment could be grounds for criminal prosecution of me.
- P. I further agree that after making a purchase of anything of evidentiary value, I will immediately contact the agents with whom I am associated for delivery of such evidence to them.
- Q. I further agree and understand that because of my standing as a confidential source of the DPD, I may be called upon to testify in criminal proceedings. If called upon to testify in any criminal proceedings, I agree to do so in a forthright and truthful manner.
- R. I agree that violation of any of the above provisions will result in termination of my association with the DPD and possible criminal prosecution.

\_\_\_\_\_  
C/S NAME (Signature)

\_\_\_\_\_  
C/S NAME (Printed)

\_\_\_\_\_  
TRUE NAME (Signature)

\_\_\_\_\_  
TRUE NAME (Printed)

\_\_\_\_\_  
WITNESS

\_\_\_\_\_  
DATE/TIME

\_\_\_\_\_  
Approving Supervisor

\_\_\_\_\_  
DATE/TIME

DET CPR 920124 R0719

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## Appendix B

### JUVENILE WAIVER FORM

I (we), the undersigned, (father, mother, and/or guardian) of \_\_\_\_\_, a minor, hereby consent(s) to the participation of said minor in a criminal investigation, fully understanding the risks involved. I (we) do hereby expressly waive any and all claims and any and all loss or damage resulting from or arising out of said minor's assistance to the Dalton Police Department, which we may now or hereafter have as parent(s) (and/or guardian) of said minor, and also all claims or rights of action for damages which the said minor has or may hereafter have, either before or after he/she reached his/her majority, resulting or to result from said criminal investigation. I (we) further promise to bind myself (ourselves), my (our) heirs, administrators and executors jointly and severally to the aforementioned waiver. I (we) further state that I (we) have carefully read the foregoing waiver and know the contents thereof, and I (we) sign the same as my (our) own free act.

Witness this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_

In presence of:

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

Caution: Read Before Signing

\_\_\_\_\_  
Father

\_\_\_\_\_  
Mother

\_\_\_\_\_  
Guardian

DET WVR 920427

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# Dalton Fire Department

Dalton, GA

This report was generated on 8/2/2021 8:50:21 AM



## Incident Statistics

Zone(s): All Zones | Start Date: 07/01/2021 | End Date: 07/31/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		220	
FIRE		139	
<b>TOTAL</b>		<b>359</b>	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
<b>TOTAL</b>			
PRE-INCIDENT VALUE		LOSSES	
<b>\$20,000.00</b>		<b>\$6,000.00</b>	
CO CHECKS			
736 - CO detector activation due to malfunction		1	
<b>TOTAL</b>		<b>1</b>	
MUTUAL AID			
Aid Type		Total	
Aid Given		25	
Aid Received		1	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
126		35.1	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:03:59	0:04:42	
Station 2	0:05:16	0:05:22	
Station 3	0:04:13	0:05:44	
Station 4	0:06:00	0:05:57	
Station 5	0:04:19	0:04:41	
<b>AVERAGE FOR ALL CALLS</b>		<b>0:04:38</b>	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:01:00	0:01:20	
Station 2	0:01:03	0:01:10	
Station 3	0:00:55	0:01:13	
Station 4	0:00:48	0:01:04	

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

Station 5	0:01:03	0:00:53
<b>AVERAGE FOR ALL CALLS</b>		<b>0:01:03</b>
<b>AGENCY</b>	<b>AVERAGE TIME ON SCENE (MM:SS)</b>	
Dalton Fire Department	16:28	

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

# Dalton Fire Department

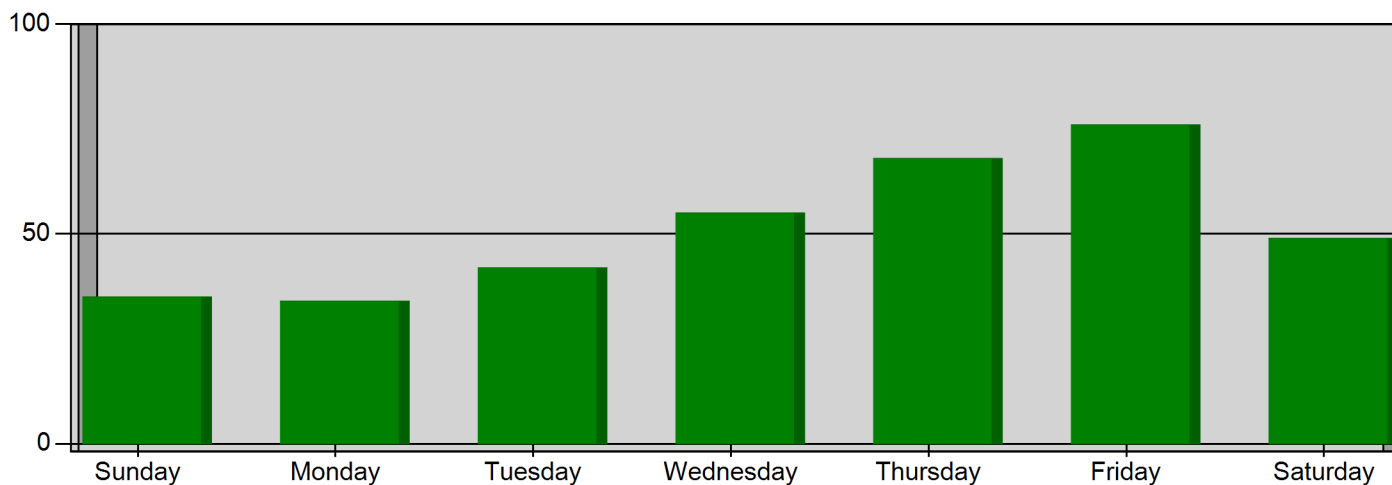
Dalton, GA

This report was generated on 8/2/2021 8:52:11 AM



## Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 07/01/2021 | End Date: 07/31/2021



DAY OF THE WEEK	# INCIDENTS
Sunday	35
Monday	34
Tuesday	42
Wednesday	55
Thursday	68
Friday	76
Saturday	49
<b>TOTAL</b>	<b>359</b>

Only Reviewed incidents included.





# Dalton Fire Department

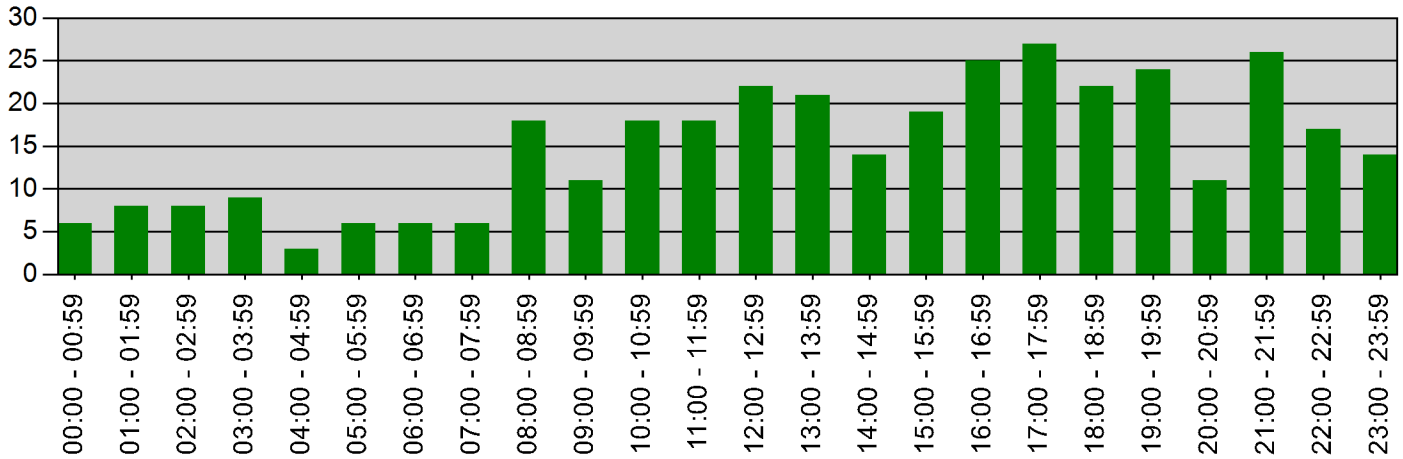
Dalton, GA

This report was generated on 8/2/2021 8:52:43 AM



## Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 07/01/2021 | End Date: 07/31/2021



HOUR	# of CALLS
00:00 - 00:59	6
01:00 - 01:59	8
02:00 - 02:59	8
03:00 - 03:59	9
04:00 - 04:59	3
05:00 - 05:59	6
06:00 - 06:59	6
07:00 - 07:59	6
08:00 - 08:59	18
09:00 - 09:59	11
10:00 - 10:59	18
11:00 - 11:59	18
12:00 - 12:59	22
13:00 - 13:59	21
14:00 - 14:59	14
15:00 - 15:59	19
16:00 - 16:59	25
17:00 - 17:59	27
18:00 - 18:59	22
19:00 - 19:59	24
20:00 - 20:59	11
21:00 - 21:59	26
22:00 - 22:59	17
23:00 - 23:59	14
<b>TOTAL:</b>	<b>359</b>

Only REVIEWED incidents included.



# Dalton Fire Department

Dalton, GA

This report was generated on 8/2/2021 8:53:09 AM



## Incident Type Count per Station for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021

INCIDENT TYPE	# INCIDENTS
<b>Station: 1 - STATION 1</b>	
111 - Building fire	1
112 - Fires in structure other than in a building	1
162 - Outside equipment fire	1
311 - Medical assist, assist EMS crew	86
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	3
412 - Gas leak (natural gas or LPG)	1
413 - Oil or other combustible liquid spill	1
440 - Electrical wiring/equipment problem, other	1
444 - Power line down	3
445 - Arcing, shorted electrical equipment	1
500 - Service Call, other	1
541 - Animal problem	1
542 - Animal rescue	2
551 - Assist police or other governmental agency	1
552 - Police matter	1
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	6
622 - No incident found on arrival at dispatch address	4
651 - Smoke scare, odor of smoke	2
652 - Steam, vapor, fog or dust thought to be smoke	1
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	3
741 - Sprinkler activation, no fire - unintentional	1
743 - Smoke detector activation, no fire - unintentional	5
745 - Alarm system activation, no fire - unintentional	3
813 - Wind storm, tornado/hurricane assessment	3

**# Incidents for 1 - Station 1:**

**137**

<b>Station: 2 - STATION 2</b>	
142 - Brush or brush-and-grass mixture fire	1
154 - Dumpster or other outside trash receptacle fire	1
251 - Excessive heat, scorch burns with no ignition	1
311 - Medical assist, assist EMS crew	29
322 - Motor vehicle accident with injuries	3
324 - Motor vehicle accident with no injuries.	2

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
412 - Gas leak (natural gas or LPG)	2
444 - Power line down	1
461 - Building or structure weakened or collapsed	1
531 - Smoke or odor removal	1
542 - Animal rescue	1
561 - Unauthorized burning	1
611 - Dispatched & cancelled en route	5
622 - No incident found on arrival at dispatch address	1
652 - Steam, vapor, fog or dust thought to be smoke	1
730 - System malfunction, other	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	3
740 - Unintentional transmission of alarm, other	1
743 - Smoke detector activation, no fire - unintentional	1
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	5

**# Incidents for 2 - Station 2:**

**64**

<b>Station: 3 - STATION 3</b>	
113 - Cooking fire, confined to container	1
131 - Passenger vehicle fire	1
132 - Road freight or transport vehicle fire	1
311 - Medical assist, assist EMS crew	48
322 - Motor vehicle accident with injuries	4
324 - Motor vehicle accident with no injuries.	1
352 - Extrication of victim(s) from vehicle	1
440 - Electrical wiring/equipment problem, other	1
461 - Building or structure weakened or collapsed	1
500 - Service Call, other	3
611 - Dispatched & cancelled en route	12
622 - No incident found on arrival at dispatch address	4
651 - Smoke scare, odor of smoke	1
715 - Local alarm system, malicious false alarm	1
731 - Sprinkler activation due to malfunction	1
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	2
745 - Alarm system activation, no fire - unintentional	5

**# Incidents for 3 - Station 3:**

**92**

<b>Station: 4 - STATION 4</b>	
131 - Passenger vehicle fire	1
311 - Medical assist, assist EMS crew	12
322 - Motor vehicle accident with injuries	5

Only REVIEWED incidents included.



INCIDENT TYPE	# INCIDENTS
324 - Motor vehicle accident with no injuries.	2
352 - Extrication of victim(s) from vehicle	1
353 - Removal of victim(s) from stalled elevator	1
412 - Gas leak (natural gas or LPG)	1
440 - Electrical wiring/equipment problem, other	1
441 - Heat from short circuit (wiring), defective/worn	1
444 - Power line down	1
445 - Arcing, shorted electrical equipment	1
611 - Dispatched & cancelled en route	4
622 - No incident found on arrival at dispatch address	1
651 - Smoke scare, odor of smoke	1
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
743 - Smoke detector activation, no fire - unintentional	3
745 - Alarm system activation, no fire - unintentional	2

**# Incidents for 4 - Station 4:**

**40**

<b>Station: 5 - STATION 5</b>	
311 - Medical assist, assist EMS crew	18
322 - Motor vehicle accident with injuries	2
324 - Motor vehicle accident with no injuries.	1
611 - Dispatched & cancelled en route	2
741 - Sprinkler activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	2

**# Incidents for 5 - Station 5:**

**26**

Only REVIEWED incidents included.

# Dalton Fire Department

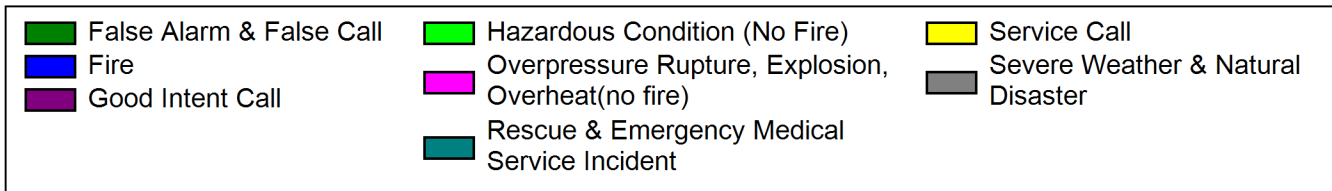
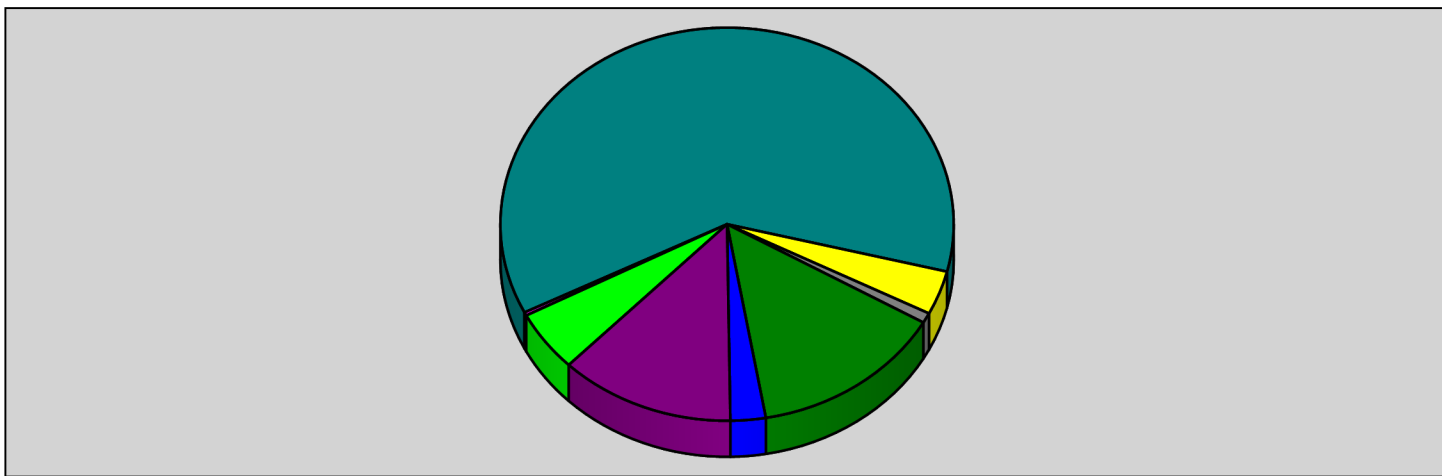
Dalton, GA

This report was generated on 8/2/2021 8:53:34 AM



## Major Incident Types by Month for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021



INCIDENT TYPE	JUL	TOTAL
False Alarm & False Call	50	50
Fire	9	9
Good Intent Call	45	45
Hazardous Condition (No Fire)	18	18
Overpressure Rupture, Explosion, Overheat(no fire)	1	1
Rescue & Emergency Medical Service Incident	220	220
Service Call	13	13
Severe Weather & Natural Disaster	3	3
<b>Total</b>	<b>359</b>	<b>359</b>

Only REVIEWED incidents included



# Dalton Fire Department

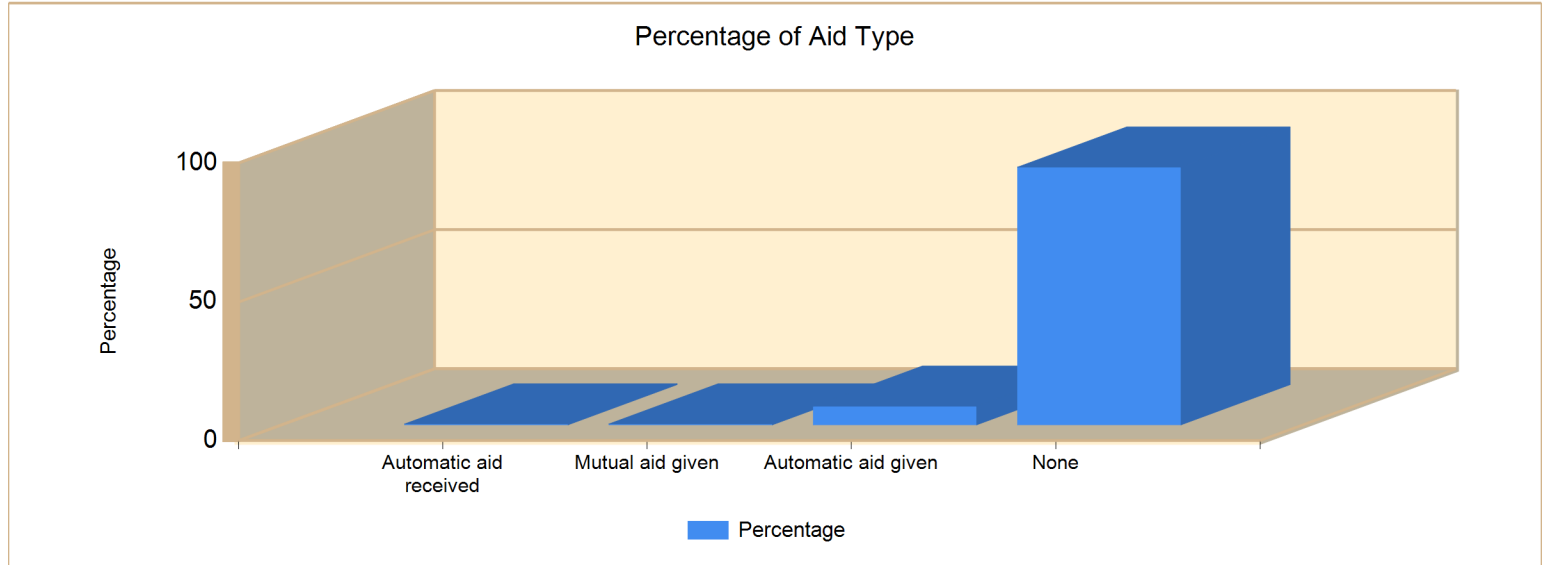
Dalton, GA

This report was generated on 8/2/2021 8:53:58 AM



## Count of Aid Given and Received for Incidents for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021



AID TYPE	TOTAL	% of TOTAL
Automatic aid received	1	0.3%
Mutual aid given	1	0.3%
Automatic aid given	24	6.7%
None	333	92.8%

Only REVIEWED incidents included



# Dalton Fire Department

Dalton, GA

This report was generated on 8/2/2021 8:54:23 AM



## Detailed Fire Losses per Incident Type for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021

INCIDENT TYPE	COUNT	% OF INCIDENTS	TOTAL LOSSES (Sum of Property and Content Loss)	% OF TOTAL
131 - Passenger vehicle fire	1	100.00 %	\$6,000.00	100.00 %

Only REVIEWED incidents included.



# Dalton Fire Department

Dalton, GA

This report was generated on 8/2/2021 8:54:52 AM



## Detailed Property And Contents Saved for Date Range

Start Date: 07/01/2021 | End Date: 07/31/2021

INCIDENT #	DATE	TYPE	LOCATION	PRE-INCIDENT PROPERTY	PRE-INCIDENT CONTENTS	PRE-INCIDENT TOTAL	PROP. SAVED	CONT. SAVED	TOTAL SAVED
2021-02022	07/15/2021	131 - Passenger vehicle fire	515 N TIBBS RD Dalton	\$20,000.00	\$0.00	\$20,000.00	\$14,000.00	\$0.00	\$14,000.00

TOTAL PRE-INCIDENT PROPERTY	TOTAL PRE-INCIDENT CONTENT	TOTAL PRE-INCIDENT	TOTAL PROP. SAVED	TOTAL CONT. SAVED	TOTAL SAVED
\$20,000.00	\$0.00	\$20,000.00	\$14,000.00	\$0.00	\$14,000.00

# INCIDENTS	AVG. VAL.	AVERAGE SAVED
1	\$20,000.00	\$14,000.00

Only REVIEWED incidents included





# **Training Division Monthly Report**

## **July 2021**

### **Overview**

The Training Division delivered an update course on the Scott X3 Pro SCBA that highlighted key changes in design, functionality, and how these new SCBAs integrate with our existing respiratory protective equipment. An extrication course was conducted in conjunction with MES Fire Equipment and Whaley's Towing that allowed suppression personnel hands-on experience with the new Hurst Edraulics and high-pressure line tools. 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 July totaled 2,162.

### **Outside Schools**

An instructor from the Training Division attended a Fireground Survival Train-the-Trainer course presented by the International Association of Firefighters and hosted by the City of Chattanooga Fire Department.

3 prospective members of the department's technical rescue team attended a 48-hour Introduction to Technical Rescue course at GPSTC.

# Dalton Fire Department

Dalton, GA

This report was generated on 8/6/2021 8:16:29 AM



## Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 07/01/2021 | End Date: 07/31/2021

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Alcohol</b>						
10736 - 13	Market Street Billiards	1001 Market ST #Suite 23 Dalton, GA 30720	07/13/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Too many issues to complete inspection.
10129 - 1	Chihuahua"s	314 N Glenwood AVE Dalton, GA 30720	07/14/2021	Hearn, Scott Raymond	Passed	
10223	High Roller Lounge	251 N Hamilton ST Dalton, GA 30720	07/15/2021	Hearn, Scott Raymond	Passed	
10736 - 13	Market Street Billiards	1001 Market ST #Suite 23 Dalton, GA 30720	07/20/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11170 - 2	Royal Vape	920 Market ST #Suite E/F Dalton, GA 30720	07/22/2021	Hearn, Scott Raymond	Passed	
11090	CMID	921 S Thornton AVE #1 Dalton, GA 30720	07/26/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for Alcohol:

6

## Inspection Type: Annual

11179	Walmart Neighborhood Market	98 W Walnut AVE Dalton, GA 30720	07/07/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784 - 15	Papa John's	100 W Walnut AVE #152 Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784 - 7	Direct Auto Insurance	100 W Walnut AVE #150 Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784 - 4	Chef Lin	100 W Walnut AVE #148 Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Failed	
10227	407 Building	407 S Thornton AVE Dalton, GA 30720	07/08/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10784 - 8	Dos Bros	100 W Walnut AVE #74 Dalton, GA 30720	07/08/2021	Stratton, Dale Lee	Passed	
10784 - 18	Soza Dentistry	100 W Walnut AVE #Suite 142 Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784 - 14	Merle Norman	100 W Walnut AVE #140 Dalton, GA 30721	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.



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ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Annual</b>						
10784 - 3	Buttermilk's Mercantile	100 W Walnut AVE #138 Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784 - 20	Refind Designs	100 W Walnut AVE #Suite 108 Dalton, GA 30720	07/08/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10784 - 6	Dermalogica Partnership School	100 W Walnut AVE #126 Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	
10784 - 24	Bobbie's Florist	100 W Walnut AVE #Suite 110 Dalton, GA 30720	07/08/2021	Stratton, Dale Lee	Failed	
10784 - 10	Farmers Home Furniture	100 W Walnut AVE #120 Dalton, GA 30720	07/09/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10784 - 5	Country Financial	100 W Walnut AVE #Suite 116 Dalton, GA 30720	07/09/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10784 - 2	Creative Sewing Boutique	100 W Walnut AVE #112 Dalton, GA 30720	07/09/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10784 - 11	Honey Baked Ham	100 W Walnut AVE #118 Dalton, GA 30720	07/09/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10332	Christian Heritage Elementary School	1600 MLK Jr. BLVD Dalton, GA 30720	07/12/2021	Daniel, Matthew T.	Corrective Action Plan Given	
10432	Christian Heritage High School	1601 MLK Jr. BLVD Dalton, GA 30720	07/12/2021	Daniel, Matthew T.	Passed	
10170	DPS-Junior Achievement Building	328 Pleasant Grove DR NE Dalton, GA 30721	07/12/2021	Daniel, Matthew T.	Passed	
10369	DPS-Hammond Creek Middle School	330 Pleasant Grove DR NE Dalton, GA 30721	07/12/2021	Daniel, Matthew T.	Passed	
11046	Magnolia School and Childcare Center	413 North Park DR Dalton, GA 30720	07/12/2021	Blankenship, Donnie	Corrective Action Plan Given	
10336	DPS-Park Creek Elementary School	1500 Hale-Bowen DR Dalton, GA 30720	07/12/2021	Hearn, Scott Raymond	Passed	
10231	DPS-City Park Annex	105 N Thornton AVE Dalton, GA 30720	07/12/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10070	DPS-City Park School	405 School ST Dalton, GA 30720	07/12/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10660	DPS-Dalton Middle School	1250 Cross Plains TRL Dalton, GA 30720	07/12/2021	Hearn, Scott Raymond	Passed with Comments	Add sprinklers to entire building. Add suppression coverage to pizz ovens.
10916	Dalton Plastic Surgery	1501 Broadrick DR Dalton, GA 30720	07/13/2021	Blankenship, Donnie	Passed	

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Annual</b>						
10355	DPS-Dalton High School	1500 Manly ST Dalton, GA 30720	07/13/2021	Stratton, Dale Lee	Corrective Action Plan Given	Remove 90 minutes from the inspection time to allocate for lunch.
10908	Seventh Day Adventist/Learning Tree	300 S Tibbs RD Dalton, GA 30720	07/13/2021	Hearn, Scott Raymond	Passed	
10524	DPS-Westwood Elementary School	708 Trammell ST Dalton, GA 30720	07/13/2021	Blankenship, Donnie	Corrective Action Plan Given	
10315 - 2	Whitfield/Murray Early Headstart	2738 Underwood RD NE Dalton, GA 30721	07/13/2021	Hearn, Scott Raymond	Passed	
10440	DPS-Roan Street Elementary School	1116 Roan ST Dalton, GA 30720	07/13/2021	Blankenship, Donnie	Corrective Action Plan Given	
10809	DPS-Brookwood Elementary School	501 Central AVE Dalton, GA 30720	07/13/2021	Blankenship, Donnie	Corrective Action Plan Given	
10355 - 1	DPS-Dalton High School Field House	1500 Manly ST Dalton, GA 30720	07/14/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10687	DPS-Blue Ridge Elementary Schools	100 S Bogle ST Dalton, GA 30721	07/14/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Insure ceiling tiles are in place and continuity maintained.
10923	Friendship House	1300 S Hamilton ST Dalton, GA 30720	07/15/2021	Blankenship, Donnie	Corrective Action Plan Given	
10184	DPS-Morris Innovative High School	104 Fort Hill TER Dalton, GA 30720	07/15/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10042	DPS-Northstar School	307 S Fredrick ST Dalton, GA 30721	07/15/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11025	Whitfield County Dalton Daycare Center	515 S Pentz ST Dalton, GA 30720	07/16/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10784 - 1	Salon Centric	100 W Walnut AVE #SUITE 122 Dalton, GA 30721	07/19/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10041	Dalton Public Schools	101 N Thornton AVE Dalton, GA 30720	07/19/2021	Hearn, Scott Raymond	Passed	
10784 - 13	Lendmark	100 W Walnut AVE #Suite 124 Dalton, GA 30720	07/19/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11205 - 8	Office Depot	101 W Walnut AVE #Suite 31 Dalton, GA 30720	07/19/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email annual inspections reports for the fire alarm and sprinkler systems to <a href="mailto:dstratton@daltonga.gov">dstratton@daltonga.gov</a>

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Annual</b>						
11205 - 3	Bryman's Plaza Cleaners	101 W Walnut AVE #Suite 35 Dalton, GA 30720	07/20/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11218 - 37	Chic-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	07/20/2021	Blankenship, Donnie	Corrective Action Plan Given	Inspection for the temporary food truck.
11205 - 5	Dollar General Store	101 W Walnut AVE #1 Dalton, GA 30720	07/20/2021	Blankenship, Donnie	Failed	
11205 - 4	Core One Fitness	101 W Walnut AVE #25 Dalton, GA 30720	07/20/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11205 - 10	Klutch Beauty and Brow Bar Salon	101 W Walnut AVE #Suite 21 Dalton, GA 30720	07/20/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11205 - 7	JJY Liquor Store	101 W Walnut AVE #Suite 13 Dalton, GA 30720	07/21/2021	Blankenship, Donnie	Corrective Action Plan Given	
11328	DPS - Harmon Field	112 Capps ST Dalton, GA 30720	07/22/2021	Stratton, Dale Lee	Passed	
11205 - 1	Alondra's #2	101 W Walnut AVE #9 Dalton, GA 30720	07/22/2021	Blankenship, Donnie	Corrective Action Plan Given	
11327	DPS - 201 Tech Building	201 E Franklin ST Dalton, GA 30721	07/22/2021	Stratton, Dale Lee	Passed	
10100 - 1	Investment & Retirement Management	200 W Emery ST #1&2 Dalton, GA 30720	07/22/2021	Stratton, Dale Lee	Passed	
10681	Temps Plus	601 S Thornton AVE Dalton, GA 30720	07/22/2021	Stratton, Dale Lee	Passed	
10829 - 3	Fairway Independent Mortgage	307 W Emery ST #C Dalton, GA 30720	07/22/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10125	Big Brothers Big Sisters of Northwest Georgia Mountains	209 W Morris ST Dalton, GA 30720	07/22/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11330	Emery Center	110 W Emery ST Dalton, GA 30721	07/26/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11332	The Filling Station	316 N Hamilton ST Dalton, GA 30721	07/27/2021	Stratton, Dale Lee	Passed	
11205 - 6	Hertz Rental	101 W Walnut AVE #37 Dalton, GA 30720	07/28/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10237	All Chem	437 N Hamilton ST Dalton, GA 30720	07/29/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11331 - 1	Innovative Risk Services	405 N Hamilton ST #1 Dalton, GA 30720	07/29/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add 1 extinguisher to building.

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Annual</b>						
10014	Ralston 1508 Property	1508 N Thornton AVE #Suite 3 Dalton, GA 30720	07/29/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10240	All Chem	442 N Hamilton ST Dalton, GA 30720	07/29/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11324 - 3	Robinson Door	209 W Emery ST #Suite C Dalton, GA 30720	07/29/2021	Stratton, Dale Lee	Passed with Comments	Email corrected actions to dstratton@daltonga.gov
11335	Whitfield County Health Department - North Georgia Community Action	420 N Hamilton ST Dalton, GA 30721	07/29/2021	Stratton, Dale Lee	Passed	
10251	William's Specialty Company	815 N Hamilton ST Dalton, GA 30721	07/30/2021	Stratton, Dale Lee	Passed with Comments	Corrective action plan provided.
10252	Bear Paper Tube	817 N Hamilton ST Dalton, GA 30720	07/30/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10015	Amedysis Hospice	1510 N Thornton AVE #1,2,3,4,5 Dalton, GA 30720	07/30/2021	Hearn, Scott Raymond	Passed	
11334	Talley & Mullens	403 N Hamilton ST Dalton, GA 30720	07/30/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add extinguishers. Add Knox Box to building.
10015 - 2	Express Bail Bonding	1510 N Thornton AVE #6 Dalton, GA 30720	07/30/2021	Hearn, Scott Raymond	Passed	
Total # Inspections for Annual:						69

<b>Inspection Type: Annual Apartment</b>						
10702	Ivy Apartments	404 W Cuyler ST Dalton, GA 30720	07/07/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for Annual Apartment: 1

<b>Inspection Type: Complaint</b>						
10344	904-906 S. Thornton Ave.	904 S Thornton AVE Dalton, GA 30720	07/16/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10675	The Cliffs Apartments	818 Shugart RD Dalton, GA 30720	07/22/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Have apartment repaired.
10675	The Cliffs Apartments	818 Shugart RD Dalton, GA 30720	07/23/2021	Hearn, Scott Raymond	Complaint cleared by Contact	

Total # Inspections for Complaint: 3

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Fire Alarm</b>						
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/30/2021	Stratton, Dale Lee	Passed	Assisted Inspector Hearn with fire alarm test.

Total # Inspections for Fire Alarm: 1

<b>Inspection Type: Fireworks</b>						
10370	Heritage Point Park	1275 Cross Plains TRL Dalton, GA 30720	07/04/2021	Stratton, Dale Lee	Passed	

Total # Inspections for Fireworks: 1

<b>Inspection Type: New Construction</b>						
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/20/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/29/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Fire alarm test Extinguisher moved.
10738	Fairfield Inn & Suites	786 College DR Dalton, GA 30720	07/30/2021	Hearn, Scott Raymond	Passed	
10738	Fairfield Inn & Suites	786 College DR Dalton, GA 30720	07/30/2021	Hearn, Scott Raymond	Passed	
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/30/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for New Construction: 5

<b>Inspection Type: OTC</b>						
11139 - 4	Lilly Claire's Boutique	1011 Abutment RD #110 Dalton, GA 30721	07/08/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add extinguisher.
11149 - 3	Pablo's Laundry	1101 New Doris ST #3 Dalton, GA 30721	07/14/2021	Blankenship, Donnie	Corrective Action Plan Given	
10223	High Roller Lounge	251 N Hamilton ST Dalton, GA 30720	07/15/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add Knox Box to building.
11203	America 1514 Corporation	303 W Walnut AVE Dalton, GA 30720	07/16/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10736 - 13	Market Street Billiards	1001 Market ST #Suite 23 Dalton, GA 30720	07/20/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add Knox Box to building.
11097 - 3	V.I.P. Tobacco Mart	785 Shugart RD #Suite 4 Dalton, GA 30720	07/22/2021	Hearn, Scott Raymond	Passed	
10227 - 2	Vam's Printing & Design, LLC	407 S Thornton AVE #2 Dalton, GA 30720	07/22/2021	Blankenship, Donnie	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: OTC</b>						
10014 - 1	Linda's Sassy Boutique	1508 N Thornton AVE #4 Dalton, GA 30720	07/27/2021	Hearn, Scott Raymond	Passed	
11331 - 2	Paradise Mental Health Center	405 N Hamilton ST #2 Dalton, GA 30720	07/28/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11333 - 2	Regional Medical Group	1503 Professional CT #2 Dalton, GA 30720	07/28/2021	Blankenship, Donnie	Failed	
11026 - 4	Excel Therapy Services Inc	720 S Glenwood AVE #108 Dalton, GA 30721	07/28/2021	Blankenship, Donnie	Corrective Action Plan Given	

Total # Inspections for OTC:

11

<b>Inspection Type: Plan Review</b>						
11179	Walmart Neighborhood Market	98 W Walnut AVE Dalton, GA 30720	07/02/2021	Daniel, Matthew T.	Passed	Sprinkler plan review.
11339	Northeast Community Complex Soccer Fields	826 J And J DR Dalton, GA 30721	07/08/2021	Daniel, Matthew T.	Passed	Site plan review.
11179	Walmart Neighborhood Market	98 W Walnut AVE Dalton, GA 30720	07/14/2021	Daniel, Matthew T.	Passed	
10253	Hamilton Diagnostic	1407 N Thornton AVE Dalton, GA 30720	07/16/2021	Daniel, Matthew T.	Passed	MRI replacement review.
10586	Dalton Fire Department Station 1	404 School ST Dalton, GA 30720	07/19/2021	Blankenship, Donnie	Passed with Comments	Reviewed the new state laws regarding open burning and developed a proposed plan for open burning in the City of Dalton.
10188	267 N. Hamilton St. Property	267 N Hamilton ST Dalton, GA 30720	07/20/2021	Blankenship, Donnie	Passed with Comments	Reviewed codes in regards to secondary means of escape, specifically looking at window heights due to being contacted by Frank Hogshead in regards to the loft apartments he is designing for the building. I spoke with Building Official Mike Fowler as well concerning this issue.
10546	All Seasons Self Storage	1060 Vista DR Dalton, GA 30720	07/21/2021	Hearn, Scott Raymond	Passed	
11218 - 37	Chic-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	07/27/2021	Blankenship, Donnie	Corrective Action Plan Given	
10192	Vacant	210 N Hamilton ST Dalton, GA 30720	07/27/2021	Blankenship, Donnie	Corrective Action Plan Given	
11336	San Pablo Clinic	1906 Shields RD Dalton, GA 30720	07/27/2021	Daniel, Matthew T.	Passed	Plane review complete remodel.

Includes LOCKED inspections for both archived and unarchived occupancy records.





ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Plan Review</b>						
11041	NPC South	1101 Riverbend RD Dalton, GA 30720	07/28/2021	Daniel, Matthew T.	Passed	Rack plan review.
10456 - 3	Kroger	1205 N Glenwood AVE #Suite 5 Dalton, GA 30721	07/29/2021	Daniel, Matthew T.	Passed	Minor interior remodel plan review.

Total # Inspections for Plan Review: 12

<b>Inspection Type: Site Visit</b>						
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/01/2021	Daniel, Matthew T.	Passed	Looked at elevator and inspection form from the state.
10468	J&M Gifts and Accessories/ Titan Phone Repair	1104 N Glenwood AVE Dalton, GA 30720	07/01/2021	Hearn, Scott Raymond	Passed	
10326 - 1	Dixie Group	475 Reed RD Dalton, GA 30720	07/06/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11136 - 3	Liberty Tax Service	2514 E Walnut AVE #Suite 4 Dalton, GA 30721	07/06/2021	Hearn, Scott Raymond	Passed	
10799	Carpet Capital Fire Protection	464 Callahan RD SE Dalton, GA 30720	07/08/2021	Hearn, Scott Raymond	Passed	
10325	Cuyler Triplex	402 W Cuyler ST Dalton, GA 30720	07/08/2021	Blankenship, Donnie	Corrective Action Plan Given	
11136 - 4	Sanay Beauty Salon	2514 E Walnut AVE #Suite 5 Dalton, GA 30721	07/08/2021	Hearn, Scott Raymond	Passed	
11136 - 10	Royal Vape and Smoke	2514 E Walnut AVE #Suite 9 Dalton, GA 30720	07/08/2021	Hearn, Scott Raymond	Passed	
10223	High Roller Lounge	251 N Hamilton ST Dalton, GA 30720	07/09/2021	Hearn, Scott Raymond	Complaint cleared by Contact	
10293 - 11	Vacant	111 W King ST Dalton, GA 30720	07/09/2021	Daniel, Matthew T.	Passed	Met with A Carlson and discussed elevator lobby and demo of the 16,000 SQ' space. Instructed him that plans needed to be submitted and the building would need to be sprinklered.
11268	Wal-Mart	815 Shugart RD Dalton, GA 30720	07/12/2021	Blankenship, Donnie	Corrective Action Plan Given	
10539	North Georgia Highlands Center	900 Shugart RD Dalton, GA 30720	07/12/2021	Blankenship, Donnie	Corrective Action Plan Given	
11325	Culture Church	203 E Emery ST Dalton, GA 30721	07/12/2021	Blankenship, Donnie	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Site Visit</b>						
11035	Decoraiones Villafuerte	1105 Riverbend DR Dalton, GA 30720	07/14/2021	Blankenship, Donnie	Corrective Action Plan Given	
11136 - 1	Ice Castle	2514 E Walnut AVE #Suite 1 Dalton, GA 30721	07/14/2021	Hearn, Scott Raymond	Passed	
10533	MFG	1901 Kimberly Park DR Dalton, GA 30720	07/15/2021	Daniel, Matthew T.	Passed	Discussed nuisance alarms and the replacement of a defective flow switch. Also discussed non sprinklered areas and racks.
10053	2303 Properties	2303 Chattanooga RD Dalton, GA 30720	07/15/2021	Hearn, Scott Raymond	Passed	
11149	1101 New Doris Street	1101 New Doris ST Dalton, GA 30721	07/16/2021	Blankenship, Donnie	Passed with Comments	Gave the owner documentation on the address and suite number layout for the building.
10992	City of Refuge	416 S Glenwood AVE Dalton, GA 30720	07/16/2021	Blankenship, Donnie	Passed with Comments	I looked at egress paths from the apartment with Benny the maintenance man.
10053 - 3	Raisin Textiles	2303 Chattanooga RD #3 Dalton, GA 30720	07/16/2021	Hearn, Scott Raymond	Passed	
10053 - 1	Winchester Carpets	2303 Chattanooga RD #1 Dalton, GA 30720	07/16/2021	Hearn, Scott Raymond	Passed	
10053 - 2	Tile Source	2303 Chattanooga RD #2 Dalton, GA 30720	07/16/2021	Hearn, Scott Raymond	Passed	
11205 - 8	Office Depot	101 W Walnut AVE #Suite 31 Dalton, GA 30720	07/19/2021	Blankenship, Donnie	Passed with Comments	Accompanied Inspector Stratton on an Annual Inspection.
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/19/2021	Hearn, Scott Raymond	Complaint cleared by Contact	
11126 - 8	Carneceria Loa #3	801 E Walnut AVE #Suite G Dalton, GA 30721	07/19/2021	Hearn, Scott Raymond	Passed	
10546	All Seasons Self Storage	1060 Vista DR Dalton, GA 30720	07/20/2021	Hearn, Scott Raymond	Passed	
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/20/2021	Blankenship, Donnie	Passed with Comments	Accompanied Inspector Hearn on a 100% New Construction Inspection. After the inspection was completed myself and Inspector Stratton assisted the Building Inspector Mike Fowler with additional concerns.
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	07/20/2021	Stratton, Dale Lee	Passed with Comments	Accompanied Inspector Hearn on a 100% New Construction Inspection. After the inspection was completed myself and Inspector Blankenship assisted the Building Inspector Mike Fowler with additional concerns.

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Site Visit</b>						
10660	DPS-Dalton Middle School	1250 Cross Plains TRL Dalton, GA 30720	07/21/2021	Stratton, Dale Lee	Passed with Comments	Met with Kevin Bruce to discuss installment of a roll up door in a hallway.
10660	DPS-Dalton Middle School	1250 Cross Plains TRL Dalton, GA 30720	07/21/2021	Blankenship, Donnie	Passed with Comments	Accompanied Inspector Stratton to discuss the installment of a roll up door in a hallway.
11058	Vacant	620 Rustwood ST Dalton, GA 30720	07/21/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted by inspectors Blankenship and Stratton. The building is not zoned for the type of business the tenant is conducting. The tenant business does not have an Occupancy Tax Certificate. Inspector Blankenship prescribed the corrective actions the tenant must take.
11058	Vacant	620 Rustwood ST Dalton, GA 30720	07/21/2021	Blankenship, Donnie	Corrective Action Plan Given	
11329	Shaw Plant 71	1000 V D Parrott PKY Dalton, GA 30721	07/22/2021	Blankenship, Donnie	Passed with Comments	Met with Mr. Brown in regards to moving the company store to this location, and egress paths associated with the store.
10728	Shaw Plant DM/LS	1631 Abutment RD Dalton, GA 30720	07/22/2021	Hearn, Scott Raymond	Passed	
10070	DPS-City Park School	405 School ST Dalton, GA 30720	07/22/2021	Blankenship, Donnie	Corrective Action Plan Given	
10775	Field Turf and Chemtec Storage	200 Bryant AVE Dalton, GA 30720	07/23/2021	Hearn, Scott Raymond	Complaint cleared by Contact	
10756	Aesops Inc.	301 Dayton ST Dalton, GA 30720	07/23/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to assess corrective action progress and discuss Knox Box placement.
11330	Emery Center	110 W Emery ST Dalton, GA 30721	07/23/2021	Stratton, Dale Lee	Passed with Comments	Added structure to ERS. Acquired contact information to schedule an annual inspection.
11313	Quinton Memorial	1115 Professional BLVD Dalton, GA 30720	07/23/2021	Hearn, Scott Raymond	Complaint cleared by Contact	
10074	Xtreme Audio and Accessories	400 S Hamilton ST Dalton, GA 30720	07/26/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to assess progress of corrective actions. Reinspection extension was authorized. The reinspection date is set for 7/29/2021.
10373	The Sassy Flea	311 E Emery ST Dalton, GA 30721	07/26/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to acquire contact information and schedule an annual inspection. Business appears to be vacant.

Includes LOCKED inspections for both archived and unarchived occupancy records.



ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Site Visit</b>						
11079	Budgetel	609 S Thornton AVE Dalton, GA 30720	07/26/2021	Stratton, Dale Lee	Corrective Action Plan Given	Site visit conducted to assess business preparedness for an annual inspection. The business was not prepared for the inspection. A corrective action plan was discussed and an annual inspection will be performed 30 days from this date.
10756	Aesops Inc.	301 Dayton ST Dalton, GA 30720	07/26/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted by inspectors Stratton and Blankenship to place keys in the Knox Box and assess progress of corrective actions, per owner request.
10756	Aesops Inc.	301 Dayton ST Dalton, GA 30720	07/26/2021	Blankenship, Donnie	Passed	Accompanied Inspector Stratton on a follow-up inspection.
11313	Quinton Memorial	1115 Professional BLVD Dalton, GA 30720	07/26/2021	Hearn, Scott Raymond	Passed	
10990	The New Flat Rate	404 McGhee DR Dalton, GA 30720	07/26/2021	Blankenship, Donnie	Corrective Action Plan Given	
11090	CMID	921 S Thornton AVE #1 Dalton, GA 30720	07/26/2021	Hearn, Scott Raymond	Passed	
10070	DPS-City Park School	405 School ST Dalton, GA 30720	07/27/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to meet with Jenny Shoemaker to discuss hallway and classroom storage, per her request.
10235	Bucket List Antiques	300 N Hamilton ST Dalton, GA 30720	07/27/2021	Stratton, Dale Lee	Passed	Site visit conducted to update contact information and schedule an annual inspection.
11205 - 2	Vacant	101 W Walnut AVE #17 Dalton, GA 30720	07/28/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to verify addressing and to determine tenant space vacancy.
10590	Dalton Ear, Nose, and Throat	1436 Chattanooga AVE Dalton, GA 30720	07/28/2021	Blankenship, Donnie	Passed with Comments	Responded to assist with a call in reference to the smell of something electrical in the structure. I assisted BC Ridley with clearing the structure.
10074	Xtreme Audio and Accessories	400 S Hamilton ST Dalton, GA 30720	07/28/2021	Stratton, Dale Lee	Corrective Action Plan Given	Site visit conducted, at the request of the business owner to assess, progress of corrective actions.
10325	Cuyler Triplex	402 W Cuyler ST Dalton, GA 30720	07/28/2021	Blankenship, Donnie	Corrective Action Plan Given	

Total # Inspections for Site Visit:

53

**TOTAL # INSPECTIONS: 162**

Includes LOCKED inspections for both archived and unarchived occupancy records.



# Dalton Fire Department

Dalton, GA

This report was generated on 8/6/2021 8:17:27 AM



## Occupancy Inspection History per Occupancy with Violations

Inspection Observations: CORRECTIVE ACTION PLAN, FAIL | Occupancy Categories: All Categories | Start Date: 07/01/2021 | End Date: 07/31/2021

INSPECTION DATE	INSPECTION TYPE	RESULT	NOTES	QUESTION	REMARKS	OBSERVATION
Engine 1 A Shift						

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



**Bear Paper Tube - 817 N Hamilton ST - 706.529.2327**

07/30/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Is required emergency lighting in place?	Install emergency lighting in the warehouse.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Install exit signs in the office space.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Install exit signs throughout the building.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install etched or stamped hydraulic calculations plates on the risers.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install outlet covers on all electrical outlets. Install blanks in open spaces in electrical panels. Extension cords shall not substitute permanent electrical wiring. Nothing shall be suspended from or lashed to sprinkler piping.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Remove storage obstructions from in front of and around around sprinkler risers. Install cover on the fire department connection.(FDC)	CORRECTIVE ACTION PLAN
				Are all required areas of the building sprinkled?	Install a sprinkler head in the remote maintenance room, located in the northwest corner of the structure.	CORRECTIVE ACTION PLAN
Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Ensure all extinguishers have been properly mounted.	CORRECTIVE ACTION PLAN				

**Culture Church - 203 E Emery ST - 7064639492**

07/12/2021	Site Visit	Corrective Action Plan Given		If a change of occupancy has occurred, does the building comply with current code requirements?	Contact a design professional to ensure current code compliance due to occupancy change. Contact zoning for zoning requirements.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



**DPS-Northstar School - 307 S Fredrick ST - 706.271.2684**

07/15/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Fire rated door assemblies shall not be propped open.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1)Multi plug adapters must be mounted according to manufacturers recommended specifications. 2)Multi plug adapters shall not be plugged into multi plug adapters. 3)Extension cords shall not pass through walls or ceilings. Nor shall they substitute permanent electrical wiring. 4)Wire slices must be installed in an approved, covered junction box. 5)Maintain proper clearance in front of all electrical panels.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Maintain proper clearance of combustibles in front of heating units	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove all storage and egress impediments from stairwells, under stairwells, and from within hallways.	CORRECTIVE ACTION PLAN

**Temps Plus - 601 S Thornton AVE**

07/22/2021	Annual	Passed		Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
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**Engine 1 B Shift**

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



**Cuyler Triplex - 402 W Cuyler ST**

07/08/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Met with the owner of the property along with Bill Todd from the Building Inspectors office in regards to fire wall construction. We reviewed several issues with the fire walls and advised the owner we would be back on 7/9 at 09:00 with the Fire Marshal and Building Official to further review the concerns.	CORRECTIVE ACTION PLAN
07/28/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Inspected fire walls. Make sure all penetrations in fire walls are properly sealed. Fire walls shall be sealed from the floor to the deck. Finish fire walls as discussed.	CORRECTIVE ACTION PLAN

**DPS-City Park School - 405 School ST**

07/12/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Install ELECTRICAL ROOM sign on room 149.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove egress impediments.	CORRECTIVE ACTION PLAN
07/22/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Move the smoke detector over the stove in room 135 or replace with a heat detector.	CORRECTIVE ACTION PLAN

**Emery Center - 110 W Emery ST - 706-277-7633**

07/26/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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



**Innovative Risk Services - 405 N Hamilton ST #1**

07/29/2021	Annual	Corrective Action Plan Given	Add 1 extinguisher to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add at least one extinguisher to building by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

**Paradise Mental Health Center - 405 N Hamilton ST #2**

07/28/2021	OTC	Corrective Action Plan Given		Is address signage correct and in place?	Add correct address 405 Suite 2	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?		CORRECTIVE ACTION PLAN
				Do the fire extinguishers have the appropriate inspection tag required by law?		CORRECTIVE ACTION PLAN

**Vacant - 210 N Hamilton ST**

07/27/2021	Plan Review	Corrective Action Plan Given		Have all applicable code requirements been met?	Exit signage over door going into the breakroom area appears to be on the wrong side of the door. An additional exit sign may be required in the hall area leading to the exit door leading to the breakroom area.	CORRECTIVE ACTION PLAN
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**Engine 1 C Shift**

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



**407 Building - 407 S Thornton AVE**

07/08/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Are there any identifiable electrical hazards?	1) Install blanks in open spaces in electrical panels. 2) Extension cords and power strips shall not pass through walls. 3) Junctions in electrical wiring must be installed in electrical junction boxes. 4) Multi plug adapters shall not be plugged into multi plug adapters.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Repair or replace damaged address sign.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	All storage must be removed from stairwells.	CORRECTIVE ACTION PLAN

**DPS-Morris Innovative High School - 104 Fort Hill TER - (706) 876-4150**

07/15/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all damaged or non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install covers on electrical panels.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Escutcheon rings must be installed on all sprinkler heads.	CORRECTIVE ACTION PLAN

**High Roller Lounge - 251 N Hamilton ST**

07/15/2021	OTC	Corrective Action Plan Given	Add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
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**Talley & Mullens - 403 N Hamilton ST - 706-226-6377**

07/30/2021	Annual	Corrective Action Plan Given	Add extinguishers. Add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add extinguishers to building.	CORRECTIVE ACTION PLAN

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

**The Filling Station - 316 N Hamilton ST**

07/27/2021	Annual	Passed		Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Contact Inspector Stratton @ 706-278-7363 Ext. 248, when keys are ready to be installed in the Knox box.	CORRECTIVE ACTION PLAN

**Vam's Printing & Design, LLC - 407 S Thornton AVE #2**

07/22/2021	OTC	Corrective Action Plan Given		Is address signage correct and in place?	Install address signage on the building.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have fire extinguishers serviced by a GA licensed contractor. Hang fire extinguisher.	CORRECTIVE ACTION PLAN

**Engine 2 A Shift**

**Chic-Fil-A - 816 Walnut Square BLVD #Suite 54- 706-226-1009**

07/20/2021	Annual	Corrective Action Plan Given	Inspection for the temporary food truck.	Has the fire-extinguishing system and the listed exhaust hood been inspected by a Georgia licensed contractor at least every 6 months?	Have a ga licensed contractor inspect the suppression system.	CORRECTIVE ACTION PLAN
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Clean grease filters daily.	CORRECTIVE ACTION PLAN
07/27/2021	Plan Review	Corrective Action Plan Given		Have all applicable code requirements been met?	Life Safety Code 2012 was notated on the plans, Georgia is currently under 2018.	CORRECTIVE ACTION PLAN

**Fairway Independent Mortgage - 307 W Emery ST #C- (706) 541-8978**

07/22/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	All multi plug adapters shall be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	All installed fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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

Lilly Claire's Boutique - 1011 Abutment RD #110						
07/08/2021	OTC	Corrective Action Plan Given	Add extinguisher.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add extinguisher.	CORRECTIVE ACTION PLAN
<b>Engine 2 B Shift</b>						
Excel Therapy Services Inc - 720 S Glenwood AVE #108- 706-271-6282						
07/28/2021	OTC	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Have a key made for your suite to put in the Knox Box.	CORRECTIVE ACTION PLAN
<b>Pablo's Laundry - 1101 New Doris ST #3- 7068475208</b>						
07/14/2021	OTC	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Add cover on electrical outlet.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Remove combustibles near gas powered equipment.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguisher with proper GA tag.	CORRECTIVE ACTION PLAN
<b>Engine 2 C Shift</b>						

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



**Chef Lin - 100 W Walnut AVE #148- 706-226-1663**

07/08/2021	Annual	Failed		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Have a licensed contractor evaluate make up air at kitchen hoods.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Exposed electrical wiring should be in conduit. Extension cords should only be used for temporary power. Keep combustibles a minimum of 36 inches away from electrical panels.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numbers will be changing. Once changes have been made we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove items blocking egress path.	FAIL
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Clean cooking equipment on a daily basis.	CORRECTIVE ACTION PLAN
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?	Have hood system inspected.	CORRECTIVE ACTION PLAN
				Has equipment been maintained in proper working condition?	Replace damaged grease filters. Don't over fill deep fryers. Cooking equipment shall be a minimum of 6 inches inside the hood.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Hang fire extinguisher.	CORRECTIVE ACTION PLAN

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



**Dermalogica Partnership School - 100 W Walnut AVE #126- 706-278-0065**

07/08/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Exposed electrical wiring should be in conduit or covered with a hard surface. Mark electrical room.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numbers will be changing. Once changes have been made we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Remove combustibles near gas fired appliances.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Egress doors shall remain unlocked while the building is occupied.	CORRECTIVE ACTION PLAN

**Direct Auto Insurance - 100 W Walnut AVE #150- 706-226-6266**

07/08/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Mark electrical room.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numbers will be changing, once numbers are issued we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers shall be serviced by a GA licensed fire extinguisher contractor.  Hang fire extinguisher.	CORRECTIVE ACTION PLAN

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



**Honey Baked Ham - 100 W Walnut AVE #118- 706-277-4966**

07/09/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numerics will be updated. Notification will be provided when this occurs.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Hood system requires biannual cleaning and inspection by a Georgia licensed contractor.	FAIL
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?		FAIL
				Has equipment been maintained in proper working condition?	Grease filters must span the entire exhaust vent.	FAIL

**Lendmark - 100 W Walnut AVE #Suite 124- 706-217-6124**

07/19/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1) Maintain 36" clearance in front of the electrical panel. 2) Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

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



**Papa John's - 100 W Walnut AVE #152- 706-278-8181**

07/08/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install cover on junction box. Remove combustibles from electrical room.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite number will be changing. Once changes have been made we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Clean equipment on a regular basis.	CORRECTIVE ACTION PLAN
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?	Have hood system inspected and if required cleaned.	CORRECTIVE ACTION PLAN

**Refind Designs - 100 W Walnut AVE #Suite 108**

07/08/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Replace ceiling tiles to maintain ceiling assembly continuity.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Maintain 36" clearance in front of electrical panel. Install electrical outlet cover.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numerics will be updated. Notification will be provided when this occurs.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

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





**Soza Dentistry - 100 W Walnut AVE #Suite 142- 706-529-8427**

07/08/2021	Annual	Corrective Action Plan Given		Is address signage correct and in place?	Suite numbers will be changing. Once changes have been made we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN

**Engine 4 A Shift**

**Holiday Inn Express - 934 Market ST - 706-217-6200**

07/20/2021	New Construction	Corrective Action Plan Given		Have all applicable code requirements been met?	Fire doors n elevator lobby need adjustment. Missing sprinkler heads Missing escutcheon plates Missing detector.	CORRECTIVE ACTION PLAN
				Are rooms containing fire protection equipment properly marked ?	Add fire pump room signage.	CORRECTIVE ACTION PLAN
07/29/2021	New Construction	Corrective Action Plan Given	Fire alarm test Extinguisher moved.	Are fire extinguishers mounted at the proper height?	Too high.	CORRECTIVE ACTION PLAN
07/30/2021	New Construction	Passed		Are fire extinguishers mounted at the proper height?	Too high.	CORRECTIVE ACTION PLAN

**Engine 4 B Shift**

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



**DPS-Brookwood Elementary School - 501 Central AVE - 706-278-9202**

07/13/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Add FACP signage to room 318.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Seal penetrations as required in rooms 110.1 and mark as electrical room. Seal penetrations in boiler room.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove combustibles near electrical panels in rooms 320 and Boiler room and mark with electrical room signage. Remove combustibles near electrical panels room 265.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Key would not open Room 217.1 FACP location.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Remove combustibles near gas powered appliances.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Keep storage a minimum of 18 inches below sprinkler heads.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Don't hang anything over Class K signage.	CORRECTIVE ACTION PLAN

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



**DPS-Westwood Elementary School - 708 Trammell ST - 706-278-2809**

07/13/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting behind stage.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Repair or replace exit signage behind stage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Repair or replace dryer vent hose. Fire alarm panel is showing trouble.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Don't use unapproved devices to secure fire rated doors in an open position.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove combustibles near electrical panels in rooms 220 and 406 and mark rooms with appropriate signage. Properly secure multi-plug adapters.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have fire extinguisher in server room serviced.	CORRECTIVE ACTION PLAN

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



**Friendship House - 1300 S Hamilton ST - 706-278-8012**

07/15/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Email a copy of the current fire alarm inspection report.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Keep means of egress free of obstructions.	CORRECTIVE ACTION PLAN
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Clean build up on cooking equipment. Maintain a cleaning schedule for grease filters.	CORRECTIVE ACTION PLAN
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?	Have hood system inspected and if needed cleaned every 6 months.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Email a copy of the current fire sprinkler inspection report. Engrave or stamp hydraulic calculations plate. Keep storage a minimum of 18 inches below sprinkler heads. Mark riser room with appropriate signage.	CORRECTIVE ACTION PLAN

**Market Street Billiards - 1001 Market ST #Suite 23**

07/20/2021	OTC	Corrective Action Plan Given	Add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
07/20/2021	Alcohol	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN

**Engine 4 C Shift**

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



904-906 S. Thornton Ave. - 904 S Thornton AVE - 727-686-4919						
07/16/2021	Complaint	Corrective Action Plan Given		Have all applicable code requirements been met?	Met with building inspector to discuss the roof over rear exterior door collapse.	CORRECTIVE ACTION PLAN
CMID - 921 S Thornton AVE #1						
07/26/2021	Alcohol	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Do doors open readily from the egress side?	Ensure all exit doors are accessible from egress side.	CORRECTIVE ACTION PLAN
Decoraiones Villafuerte - 1105 Riverbend DR - 706-537-8581						
07/14/2021	Site Visit	Corrective Action Plan Given		If a change of occupancy has occurred, does the building comply with current code requirements?	Met with potential buyer about opening a automotive paint and body shop. I advised him that current codes would have to be met in regards to painting and proper separations would have to be met.	CORRECTIVE ACTION PLAN
DPS-Blue Ridge Elementary Schools - 100 S Bogle ST						
07/14/2021	Annual	Corrective Action Plan Given	Insure ceiling tiles are in place and continuity maintained.	Have all applicable code requirements been met?	Make sure access is maintained to riser room.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Insure all ceiling tiles are in place.	CORRECTIVE ACTION PLAN
Vacant - 620 Rustwood ST						
07/21/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Occupant must apply and be approved for a business license through the City of Dalton prior to opening a business. This must be done once zoning issues are resolved.	CORRECTIVE ACTION PLAN
				If a change of occupancy has occurred, does the building comply with current code requirements?	Occupancy is not allowed under current zoning. Owner can request a zoning change through the Whitfield County Zoning Office.	CORRECTIVE ACTION PLAN
Engine 5 A Shift						

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



**Christian Heritage Elementary School - 1600 MLK Jr. BLVD - 7062771198**

07/12/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Check operation of all exit signage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Remove the magnets that keep the fire doors from properly closing in the event of an emergency.	CORRECTIVE ACTION PLAN

**The New Flat Rate - 404 McGhee DR - 7062781599**

07/26/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Install appropriate hardware on exit stairwell door as discussed.	CORRECTIVE ACTION PLAN
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**Walmart Neighborhood Market - 98 W Walnut AVE - 4237154447**

07/07/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Install FDC signage. Install FACP signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install cover on electrical junction box.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Keep egress paths clear.	CORRECTIVE ACTION PLAN
				Has equipment been maintained in proper working condition?	Grease filters should be cleaned daily.	CORRECTIVE ACTION PLAN
				Have fire hydrants been maintained in proper working condition according to manufacturer's recommended specifications?	Email a copy of the current flow test.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Remove coverings from all sprinkler heads.  Keep storage 18 inches below sprinkler heads.	CORRECTIVE ACTION PLAN

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



**Whitfield County Dalton Daycare Center - 515 S Pentz ST - 706-278-8991**

07/16/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install FDC sign at the fire department connection.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	1) Doors for fire rated assemblies shall not be propped open. 2) Repair doors in fire rated assemblies that do not operate as designed.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Install FACP sign on door concealing fire alarm control panel.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a set of keys that operate all interior doors.	CORRECTIVE ACTION PLAN
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?	Hood ventilation system must be inspected and cleaned by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

**Whitfield/Murray Early Headstart - 2738 Underwood RD NE**

07/13/2021	Annual	Passed		Have all applicable code requirements been met?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
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**Engine 5 B Shift**

**Alondra's #2 - 101 W Walnut AVE #9- 706-529-3562**

07/22/2021	Annual	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



**America 1514 Corporation - 303 W Walnut AVE - 678-521-9032**

07/16/2021	OTC	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Have blanks installed.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN

**Bryman's Plaza Cleaners - 101 W Walnut AVE #Suite 35- 706-275-6683**

07/20/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Dryers must be vented to the exterior of the structure.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1) Install blanks in all open spaces in electrical panels. 2) Junction box covers must be installed on all junction boxes containing wire splices. 3) Extension cords shall not substitute permanent electrical wiring. 4) Extension cords shall not be plugged into multi plug adapters. 5) Extension cords shall not pass through walls.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Maintain 36" clearance around the electrical panels.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

**Core One Fitness - 101 W Walnut AVE #25- 706-529-2673**

07/20/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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



**Dollar General Store - 101 W Walnut AVE #1- 706-275-9039**

07/20/2021	Annual	Failed		Have all applicable code requirements been met?	Keep access to fire alarm room accessible. Also mark room with riser room signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Extension cords should only be used for temporary power.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Keep egress paths clear of obstructions.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Keep storage a minimum of 18 inches below sprinkler heads.	CORRECTIVE ACTION PLAN
				Are all required areas of the building sprinkled?	Install sprinklers in freezers. Sprinklers needed in restroom area.	FAIL

**Hertz Rental - 101 W Walnut AVE #37- 706-272-9854**

07/28/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Update occupational tax certificate.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install electrical outlet cover.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

**JJY Liquor Store - 101 W Walnut AVE #Suite 13- 706-271-0103**

07/21/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Extension cords should only be used for temporary power. Remove combustibles near electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Keep egress paths clear of obstructions.	CORRECTIVE ACTION PLAN

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



**Klutch Beauty and Brow Bar Salon - 101 W Walnut AVE #Suite 21- 706-671-1003**

07/20/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Dryer must be vented to the exterior of the structure.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers recommended specifications. Multi plug adapters shall not be plugged into multi plug adapters. Multi plug adapters shall not be plugged into extension cords.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers. The fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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



**Office Depot - 101 W Walnut AVE #Suite 31- 706-279-9250**

07/19/2021	Annual	Corrective Action Plan Given	Email annual inspections reports for the fire alarm and sprinkler systems to dstratton@daltonga.gov	Is required emergency lighting in place?	Repair or replace all emergency lighting that does not operate as designed.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Exit signs must guide building occupants to an exit.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	1) Hydraulic calculations must be engraved or stamped on hydraulic calculations plate. 2) Install FACP sign on door concealing the fire alarm control panel.	CORRECTIVE ACTION PLAN
				Is a detector present at the location of each control unit(s), notification appliance circuit power extender(s) and supervising station transmitting equipment of the fire alarm to provide notification?	Install smoke detector above the fire alarm control panel.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers recommended specifications. Multi plug adapters shall not be plugged into multi plug adapters. Extension cords shall not be plugged into multi plug adapters. Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

**Engine 5 C Shift**

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



**Buttermilk's Mercantile - 100 W Walnut AVE #138- 706-671-1234**

07/08/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove combustibles near electrical panels.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numbers will be changing. Once changes have been made we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have fire extinguishers serviced by a GA licensed fire extinguisher contractor.	CORRECTIVE ACTION PLAN

**Country Financial - 100 W Walnut AVE #Suite 116- 706-217-1111**

07/09/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box	CORRECTIVE ACTION PLAN

**Creative Sewing Boutique - 100 W Walnut AVE #112- 706-278-9304**

07/09/2021	Annual	Corrective Action Plan Given		Is address signage correct and in place?	Suite numerics will be updated. Notification will be provided when this occurs.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers as discussed.	CORRECTIVE ACTION PLAN

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



**Dos Bros - 100 W Walnut AVE #74- 706-226-2767**

07/08/2021	Annual	Passed		Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numerics will be updated. Notification will be provided will be provided when this occurs.	CORRECTIVE ACTION PLAN

**DPS-Dalton Middle School - 1250 Cross Plains TRL - 706-278-3903**

07/12/2021	Annual	Passed with Comments	Add sprinklers to entire building. Add suppression coverage to pizz ovens.	Is cooking equipment that produces grease-laden vapors protected by fire extinguishing equipment?	Add suppression coverage to pizza oven.	CORRECTIVE ACTION PLAN
				Are all required areas of the building sprinkled?	Add coverage to all parts of building.	CORRECTIVE ACTION PLAN

**Farmers Home Furniture - 100 W Walnut AVE #120- 706-279-1530**

07/09/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	1) Multi plug adapters must be mounted according to manufacturers recommended specifications. 2) Install junction box covers on all junction boxes containing electrical wire splices. 3) Install ELECTRICAL ROOM sign on doors concealing electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

**Merle Norman - 100 W Walnut AVE #140- 706-278-8815**

07/08/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Extension cords should only be used for temporary power.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Suite numbers will be changing. Once changes have been made we will notify you.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN

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



**Salon Centric - 100 W Walnut AVE #SUITE 122- 706-259-6105**

07/19/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace emergency lighting that does not operate as designed.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1) Multi plug adapters must be mounted according to manufacturers recommended specifications. Extension cords shall not be plugged into multi plug adapters. 2) Extension cords shall not pass through walls, nor shall they substitute permanent electrical wiring.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

**Ladder 3 A Shift**

**Dixie Group - 475 Reed RD - 706-876-5800**

07/06/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Met business to get keys for the Knox Box.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



**Magnolia School and Childcare Center - 413 North Park DR - 706-277-7737**

07/12/2021	Annual	Corrective Action Plan Given		Is a fire alarm installed where required by the Code?	Email a copy of the current fire alarm inspection report.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in electrical panel. Mark electrical room with proper signage.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Remove combustibles near gas powered equipment and electrical panels.	CORRECTIVE ACTION PLAN
				Has the fire-extinguishing system and the listed exhaust hood been inspected by a Georgia licensed contractor at least every 6 months?	Have hood suppression system inspected.	CORRECTIVE ACTION PLAN
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?	Have hood system inspected every 6 months.	CORRECTIVE ACTION PLAN
				Has equipment been maintained in proper working condition?	Clean filters as needed.	CORRECTIVE ACTION PLAN

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

07/12/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Trim trees in fire department vehicle access.	CORRECTIVE ACTION PLAN
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**Ladder 3 B Shift**

**Ralston 1508 Property - 1508 N Thornton AVE #Suite 3**

07/29/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Maintenance on emergency lighting.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Correct address is 1508 suite 3	CORRECTIVE ACTION PLAN

**Seventh Day Adventist/Learning Tree - 300 S Tibbs RD**

07/13/2021	Annual	Passed		Are the means of egress free of obstructions or impediments?	Remove gate from stairs.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



**The Cliffs Apartments - 818 Shugart RD**

07/22/2021	Complaint	Corrective Action Plan Given	Have apartment repaired.	Have all applicable code requirements been met?	Responded to a complaint of water issue in apartment 818 B-5. Wendy Roberts 706-313-5007. Move tenant ASAP.	CORRECTIVE ACTION PLAN
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**Ladder 3 C Shift**

**DPS-Dalton High School - 1500 Manly ST - 706-876-4800**

07/13/2021	Annual	Corrective Action Plan Given	Remove 90 minutes from the inspection time to allocate for lunch.	Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	1) Install an approved code compliant hood system and suppression system above the domestic stove located in room 326. 2) Properly secure all compressed gas cylinders.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	1) Ensure all fire and smoke barrier penetrations are sealed with the appropriate materials. 2) Ensure all fire rated doors are equipped with code compliant hardware. 3) Ensure all fire rated door closures operate as designed. 4) Ensure fire rated doors are not propped open. 5) Install/reinstall all ceiling tiles to maintain continuity of the ceiling assembly.	CORRECTIVE ACTION PLAN

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





			Are there any identifiable electrical hazards?	<p>1) Multi plug adapters must be mounted according to manufacturers recommended specifications. Multi plug adapters shall not be plugged into multi plug adapters.</p> <p>2) Extension cords shall not be plugged into extension cords. Extension cords shall not be plugged into multi plug adapters.</p> <p>3) Install blanks in open spaces in electrical panels.(across from room 551)</p> <p>4) Install junction box covers on open junction boxes. (Entrance 550, across from room 549)</p> <p>5) Remove from service all damaged electrical cords and any device with a damaged electrical cord.</p> <p>6) Install breaker locks on all breakers that service the fire alarm system.</p> <p>7) Outlet covers must be installed on all electrical outlets.</p>	CORRECTIVE ACTION PLAN
			Have sprinklers been maintained and in operational condition?	Remove all potential obstructions that my impede the proper function of sprinkler head activation.	CORRECTIVE ACTION PLAN
			Are the installed sprinkler systems code compliant?	<p>1) Install escutcheon rings on all sprinkler heads. (Room 551)</p> <p>2) Install cover on FDC.</p>	CORRECTIVE ACTION PLAN

**DPS-Dalton High School Field House - 1500 Manly ST**

07/14/2021	Annual	Corrective Action Plan Given	Are exit signs visible?	Repair or replace all damaged and non operational exit signs.	CORRECTIVE ACTION PLAN
			Have all applicable code requirements been met?	<p>1) Install RISER ROOM sign.</p> <p>2) Install FDC sign.</p>	CORRECTIVE ACTION PLAN
			Are there any identifiable electrical hazards?	Extension cords shall not be plugged into extension cords. Extension cords shall not be plugged into multi plug adapters. Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN

**Regional Medical Group - 1503 Professional CT #2- 404-609-1945**

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

07/28/2021	OTC	Failed		Are exit signs visible?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install fire alarm signage on room containing the fire alarm panel.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Fire alarm is currently inoperable. Have fire alarm serviced by a licensed fire alarm contractor.	FAIL
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN

**Wal-Mart - 815 Shugart RD - 7062812855**

07/12/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Remove roof covering or sprinkler mother pod. Covering was removed on site.	CORRECTIVE ACTION PLAN
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**Squad 1 A Shift**

**All Chem - 437 N Hamilton ST - 706-226-4080**

07/29/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Install FDC sign at the fire department connection.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Install missing ceiling tiles to maintain ceiling assembly continuity.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install junction box covers on open junction boxes containing electrical wire splices. Install outlet covers on all electrical outlets. Electrical wiring must be covered by an approved material or installed in conduit. Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	The structure is fully sprinkled and will require installment of a Knox Box. (Example photo provided)	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	LP tanks must be relocated away from exits.	CORRECTIVE ACTION PLAN

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



**Big Brothers Big Sisters of Northwest Georgia Mountains - 209 W Morris ST - 706-280-0702**

07/22/2021	Annual	Corrective Action Plan Given		Are multiplug adapters code compliant and in proper use?	Multi plug adapters shall be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox box.	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	Installed fire extinguishers require a current annual inspection. The extinguisher must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
				Do the fire extinguishers have the appropriate inspection tag required by law?	Fire extinguisher must be tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

**DPS-City Park Annex - 105 N Thornton AVE - 706-876-4068**

07/12/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters shall not be plugged into multi plug adapters.	CORRECTIVE ACTION PLAN

**Squad 1 B Shift**

**All Chem - 442 N Hamilton ST - 706-226-4080**

07/29/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting as discussed.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Install exit signs as discussed.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install stamped or etched hydraulic calculation plates on both risers. Place a sprinkler wrench in both sprinkler boxes.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Properly install electrical outlets, electrical outlet covers, and switch plate covers. Install breaker box cover. Install junction box covers on open junction boxes containing electrical wire splices.	CORRECTIVE ACTION PLAN

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

**Whitfield County Health Department - North Georgia Community Action - 420 N Hamilton ST**

07/29/2021	Annual	Passed		Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
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**Squad 1 C Shift**

**DPS-Roan Street Elementary School - 1116 Roan ST - 706.876.4042**

07/13/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Replace missing tile in stage area.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Install CO detector in room 216.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove combustibles near electrical panels room 232. Extension cords should only be used for temporary power and should not be attached to other extension cords or multi-plug adapters room 244.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Remove combustibles near gas powered water heaters room 216.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Do not store items in stairwells.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Escutcheon plate missing in room 230 and in freezer. Keep storage a minimum of 18 inches below sprinkler heads multiple locations.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguisher out of date by room 205.	CORRECTIVE ACTION PLAN

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



**Robinson Door - 209 W Emery ST #Suite C**

07/29/2021	Annual	Passed with Comments	Email corrected actions to dstratton@daltonga.gov	Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters shall not be plugged into multi plug adapters. Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers. The fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

**William's Specialty Company - 815 N Hamilton ST - 706-278-9530**

07/30/2021	Annual	Passed with Comments	Corrective action plan provided.	Are there any identifiable electrical hazards?	Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
				Are all required areas of the building sprinkled?	Install a sprinkler head in the satellite office.	CORRECTIVE ACTION PLAN

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



# Dalton Fire Department

Dalton, GA

This report was generated on 8/6/2021 8:18:18 AM



StartDate: 07/01/2021 | EndDate: 07/31/2021

OCCUPANCY	COUNT
<b>INSPECTION TYPE: Alcohol</b>	
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	1
A-3 • Pool and billiard parlors	3
B • Business office	1
M: Mercantile (other)	1
<b>INSPECTION TYPE: Annual</b>	
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	7
A-3 • Athletic/health club	1
A-3 • Museums	1
A-5 • Stadiums	1
B • Business office	13
B • Business, (other)	1
B • Dry cleaning and laundries: pick-up and delivery stations and self-service	1
B • Educational occupancies for students above the 12th grade (college)	1
B • Motor vehicle or boat sales, services, repair	1
B • Personal service, including barber & beauty shops	1
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	3
B • Professional supplies, services	2
B • Specialty shop	2
E • Day care, in commercial property	2
E • Elementary school, including kindergarten	8
E • High school/junior high school/middle school	8
E • Preschool	2
F-2 • Metal products (fabrication and assembly)	1
M • General retail, (other)	4
M • Grocery store	1
M • Retail or wholesale stores	2
M • Sales rooms	1
M • Department stores	1
M: Mercantile (other)	1
S-1 • Warehouse	3
<b>INSPECTION TYPE: Annual Apartment</b>	
R-2 • Multifamily dwelling	1
<b>INSPECTION TYPE: Complaint</b>	
M: Mercantile (other)	1
R-2 • Apartment houses	2

Locked inspections only.



OCCUPANCY	COUNT
<b>INSPECTION TYPE: Fire Alarm</b>	
R-1 • Hotels (transient)	1
<b>INSPECTION TYPE: Fireworks</b>	
A-4 • Playground	1
<b>INSPECTION TYPE: New Construction</b>	
R-1 • Hotels (transient)	5
<b>INSPECTION TYPE: OTC</b>	
A-3 • Pool and billiard parlors	2
B • Business office	2
B • Business, (other)	1
B • Clinic, outpatient	1
B • Dry cleaning and laundries: pick-up and delivery stations and self-service	1
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	1
B • Specialty shop	1
M • Textile, wearing apparel sales	2
<b>INSPECTION TYPE: Plan Review</b>	
A • Assembly, (other)	1
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	1
B • Business office	2
B • Clinic, outpatient	1
F-1 • Carpets and rugs (includes cleaning)	1
M • Grocery store	3
M: Mercantile (other)	1
R-2 • Fire station	1
S-1 • Self-service storage facility (mini-storage)	1
<b>INSPECTION TYPE: Site Visit</b>	
A-2 • Banquet halls	1
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	1
A-3 • Community halls	1
A-3 • Museums	1
A-3 • Places of religious worship	1
A-3 • Pool and billiard parlors	1
B • Business office	3
B • Business, (other)	2
B • Clinic, outpatient	1
B • Motor vehicle or boat sales, services, repair	2
B • Personal service, including barber & beauty shops	2
B • Specialty shop	1
E • Elementary school, including kindergarten	2
E • High school/junior high school/middle school	2
F-1 • Carpets and rugs (includes cleaning)	1
F-1 • Clothing	3

Locked inspections only.

OCCUPANCY	COUNT
F-1 • Manufacturing, processing	1
H-3 • Class I, II or IIIA flammable or combustible liquids that are used or stored in normally closed containers or systems pressurized at 15 pounds per square inch gauge (103.4 kPa) or less.	1
I-1 • Alcohol and drug centers	1
I-1 • Residential board and care facilities	2
M • General retail, (other)	3
M • Grocery store	1
M • Household goods, sales, repairs	1
M • Sales rooms	1
M • Textile, wearing apparel sales	1
M: Mercantile (other)	2
R-1 • Hotels (transient)	4
R-2 • Apartment houses	2
R-2 • Motels (nontransient)	1
S-1 • Self-service storage facility (mini-storage)	1
S-1 • Warehouse	3
S-1: Storage, Moderate-hazard	1
S-2: Storage, Low-hazard	1
U • Mixed use	1

Total Inspections:162

Locked inspections only.





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The City of Dalton  
YEAR-TO-DATE BUDGET REPORT

7/31/2021

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FOR 2021 07

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 000010	SALARY REG	4,991,000	0	4,991,000	2,748,871.83	.00	2,242,128.17	55.1%
141400 000011	SALARY OT	446,000	-10,950	435,050	235,839.12	.00	199,210.88	54.2%
141400 000011	COVID SALARY OT	0	10,950	10,950	10,922.50	.00	27.50	99.7%
141400 000016	SAL BONUS	0	0	0	9,000.00	.00	-9,000.00	100.0%*
141400 000020	FICA	416,000	-850	415,150	222,139.69	.00	193,010.31	53.5%
141400 000020	COVID FICA-COVID	0	850	850	835.58	.00	14.42	98.3%
141400 000030	PENSION	238,100	-245	237,855	126,137.55	.00	111,717.45	53.0%
141400 000030	COVID DB-DC-COVI	0	245	245	241.77	.00	3.23	98.7%
141400 000032	DB PLAN	1,345,000	-3,380	1,341,620	600,656.74	.00	740,963.26	44.8%
141400 000032	COVID DB PLAN	0	3,380	3,380	3,378.25	.00	1.75	99.9%
141400 000033	PEN-STATE	28,800	0	28,800	15,825.00	.00	12,975.00	54.9%
141400 000040	HOSP INS	820,100	0	820,100	471,314.00	.00	348,786.00	57.5%
141400 000043	INS FIRE	17,500	0	17,500	.00	.00	17,500.00	.0%
141400 000045	LIFE & DIS	25,200	-65	25,135	12,671.62	.00	12,463.38	50.4%
141400 000045	COVID LIFE & DIS	0	65	65	60.95	.00	4.05	93.8%
141400 000050	GEN INS	31,500	0	31,500	30,607.89	.00	892.11	97.2%
141400 000060	WC INS	104,700	0	104,700	49,948.38	.00	54,751.62	47.7%
141400 000100	OFF EQ REN	7,200	0	7,200	2,116.05	.00	5,083.95	29.4%
141400 000110	TELEPHONE	32,000	0	32,000	18,020.86	782.55	13,196.59	58.8%
141400 000120	TRAINING	42,000	0	42,000	20,954.80	112.75	20,932.45	50.2%
141400 000121	FIRE SA ED	3,500	0	3,500	332.04	1,043.00	2,124.96	39.3%
141400 000123	HAZMAT MAN	17,500	0	17,500	3,713.15	.00	13,786.85	21.2%
141400 000330	UTILITIES	87,500	0	87,500	72,228.07	.00	15,271.93	82.5%
141400 000350	BLDG MTNCE	60,000	0	60,000	22,721.94	674.54	36,603.52	39.0%
141400 000360	LEGAL FEES	4,800	0	4,800	1,228.95	.00	3,571.05	25.6%
141400 000400	EQ REPAIRS	24,000	0	24,000	14,137.16	.00	9,862.84	58.9%
141400 000410	GAS/OIL	55,000	0	55,000	22,278.88	99.90	32,621.22	40.7%
141400 000440	SUPPLIES	30,000	-3,110	26,890	18,022.98	812.87	8,054.15	70.0%
141400 000440	COVID SUPPLIES	0	3,110	3,110	3,109.52	.00	.48	100.0%
141400 000450	CLEANING	49,900	0	49,900	3,941.13	.00	45,958.87	7.9%
141400 000460	UNIFORMS	140,000	0	140,000	38,081.46	28,077.90	73,840.64	47.3%
141400 000830	MTN APP	100,000	0	100,000	50,341.39	.00	49,658.61	50.3%
141400 001010	OFF SUPPLY	8,200	0	8,200	1,517.62	72.84	6,609.54	19.4%
141400 001030	COM SW MTN	21,000	0	21,000	1,588.63	.00	19,411.37	7.6%
141400 001040	COM MTN/SU	7,000	0	7,000	1,553.51	.00	5,446.49	22.2%
141400 001090	WELLNESS	4,000	0	4,000	1,754.00	.00	2,246.00	43.9%
141400 001300	MEALS	16,600	0	16,600	5,806.85	756.00	10,037.15	39.5%
141400 001410	DUES/FEES	6,600	0	6,600	837.00	.00	5,763.00	12.7%
141400 001620	IMPACT FEE	1,100	0	1,100	.00	.00	1,100.00	.0%
141400 001665	RADIO FEE	11,300	0	11,300	.00	.00	11,300.00	.0%
141400 001990	MISC	16,000	0	16,000	1,904.64	.00	14,095.36	11.9%
141400 039980	CO < \$5000	37,000	-3,470	33,530	6,570.53	.00	26,959.47	19.6%
141400 039990	COVID CAP OUTLAY	0	3,470	3,470	3,466.99	.00	3.01	99.9%

08/05/2021 13:08  
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The City of Dalton  
YEAR-TO-DATE BUDGET REPORT  
7/31/2021

P 2  
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FOR 2021 07

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<a href="#">141400</a>	<a href="#">084725</a> BLDG/GRNDS	9,000	0	9,000	4,847.64	.00	4,152.36	53.9%
TOTAL GENERAL FUND - OPERATING		9,255,100	0	9,255,100	4,859,526.66	32,432.35	4,363,140.99	52.9%
TOTAL EXPENSES		9,255,100	0	9,255,100	4,859,526.66	32,432.35	4,363,140.99	

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** SO- 1  
**Effective:** 01/01/2016  
**Revised:** 08/27/2019  
**Reviewed:** 08/24/2021

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Policy:** Use of station log book

**Scope:** All Personnel

### Procedure:

1. Company officers or acting company officers are responsible for station log book entries at all stations.
2. Entries are to be made in records management system as a staff activity utilizing the activity code station log book.
3. Entries are to be entered daily. On days no activity has taken place, an entry for “No Activity/Operations” or “Nothing to Report” is to be made.
4. Each entry can be numerically listed (preferable), and the entry will be date and time stamped at the end of the entry.
5. Oncoming officer in charge and/or company officers are to check the previous entries for informational purposes.
6. Examples of entries are, but not limited to:
  - A. Station or apparatus maintenance (example: “E-1 taken to shop for repairs”)  
NOTE: All other maintenance should be entered in maintenance reports in the appropriate records keeping software.
  - B. Training activities
  - C. Any activity begun during one shift that will be carried over to the next
  - D. Fuel received
  - E. Equipment loans
  - F. Equipment damaged, lost, replaced, or left on the fire ground
  - G. Messages for oncoming personnel
  - H. Additions, changes, or repair to hydrants
  - I. Property annexations
  - J. Renaming of businesses or structures
  - K. Findings or hazards encountered on fires, preplans, or inspections
  - L. Special information or tactics for specific occupancies or addresses
  - M. Anything the reporting officer feels is pertinent (reporting officer discretion)

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** GP-3  
**Effective:** 08/27/2019  
**Revised:**  
**Reviewed:** 08/24/2021

\_\_\_\_\_  
**Fire Chief Signature**

\_\_\_\_\_  
**DATE**

**Division:** All

**Subject:** Professional Grooming

**Purpose:** To establish a guideline detailing professional grooming and uniform standards that contribute to uniformity of appearance, professionalism, esprit de corps and firefighter safety.

**Scope:** All personnel

### PROCEDURE:

Personnel present an image of competence, efficiency and pride. It is critical to the operations that members are groomed in such a manner to instill confidence in the public. Personnel shall maintain their appearance in a manner consistent with professionalism in the fire service and in keeping with applicable safety and accident prevention standards in the workplace. All individuals shall be clean, neat and well-groomed in consideration of the extremely close personal contact required between personnel and our citizens. All employees of the department are subject to the provisions of this Standard Operating Guideline, and must adhere to the content within this document.

Unless it is specifically addressed, the Fire Chief will be the final authority of items not covered under this guideline.

#### Hair Standards for Suppression Personnel

1. The department recognizes that traditionally acceptable standards for female firefighter hairstyles, and length, may differ considerably from those of male firefighters. Female hairstyles that would normally not conform to the standards outlined in this policy may be pinned up or secured in order to comply while on duty, and shall not interfere with proper wearing of uniform hats or protective equipment, or in any way create a safety hazard.
2. Hair accessories such as clips, rubber bands, pins, combs, or barrettes, must be transparent or similar in color to the individual's hair color and shall be concealed as much as possible. Authorized accessories shall only be worn when needed to restrain or manage hair and at no time allowed for decorative purposes. The devices used must not interfere with safe and proper use of prescribed headgear (fire resistant hoods, SCBA face-piece, etc.).

3. Hair on the top and sides of the head must be neatly groomed. The back of the hair may be either tapered or block cut and may extend to the bottom of the department issued dress/polo shirt collar. Hair may cover to the mid-ear level. Hair must never be of such bulk or length that it will affect the safety of personnel in the performance of firefighting or other emergency operations. For safety reasons, particular emphasis must be placed on a secure and snug fit of personal protective equipment so that maximum protection may be afforded by their use. Personnel may wear their hair, compacted, not to exceed two inches in depth on both sides and top. The length of the hair is not to hinder the proper fit of issued headgear.
4. If bangs are worn, they are to be maintained at mid-forehead level. At no time can bangs interfere with the seal of the mask face-piece or protective helmet.

### **Hair Standards for Administrative Staff & Non-Suppression Personnel**

1. Female's hair may be worn down to a length that does not extend below the pant/belt/skirt line. Personnel may wear their hair, compacted, not to exceed two inches in depth on both sides and top. Styles of hair and accessories will meet standards the fire department deems professionally acceptable, and will be enforced by the appropriate supervisor.
2. Males will follow the same guidelines as those for males covered under Suppression Personnel.

### **General Hair Standards for All Personnel**

1. Hair shall be well trimmed and tapered or layered. Hair shall not be worn in fad styles such as Mohawk, ducktail, mullet, or spikes or in any way that does not meet the goals of the profession and esprit de corps of department. Etching or other extreme cutting styles are also not permitted.
2. Hair may be dyed, tinted, or frosted any color which could naturally occur in human hair. Striping, spots or dying of color, other than natural tones is prohibited.
3. The wearing of a wig or hairpiece while in uniform shall be allowed for the purpose of covering natural baldness or medical condition. If under these conditions a wig is worn, it shall be of natural appearance, not to interfere with the proper performance of duty and conform to the general provisions of this policy.

### **Facial Hair**

1. The face is to be clean-shaven except as specified. Beards or goatees, of any type (soul patch), are specifically prohibited. In no case, will facial hair come in contact with the seal of the SCBA face-piece. This is per OSHA, NFPA, and SCBA manufacturer's standards and recommendations.
2. Mustaches shall be neat, well-trimmed, and symmetrical at all times provided it does not:
  - a. Latterly extend more than 1 inch from the edges of the mouth
  - b. Extend closer than ½ inch to the horizontal line of the lower jaw
  - c. Exceed a width of ½ inch at any point

- d. Extend more than 1/3 inch over the upper lip
3. Sideburns may not extend more than 2-inches forward of the ear, and shall be no longer than the ear lobe and shall end in a clean horizontal line. They shall not be bushy, flared or more than ½ inch wider at the bottom than their natural width at the top. At a minimum, sideburns will maintain a distance no less than 1 inch from the furthest extension of a mustache.

### **Cosmetics**

1. Cosmetics shall be worn in a conservative fashion, which gives the wearer a natural look. Fingernails shall not be styled in a manner that delays in donning of gloves or compromises the integrity of EMS exposure protection gloves. In no case shall fingernail length extend more than ¼ inch beyond the end of the fingertip. If worn, by suppression personnel, fingernail polish must be transparent or similar in color to the nail or nail bed. Administrative or non-suppression personnel may not wear fingernail polish that distracts from the appearance of the uniform. Extreme or brightly colored fingernail polish shall not be permitted for any employee.

### **Jewelry**

1. Administrative and non-suppression personnel may wear items identified in this policy in a conservative manner, unless specifically mentioned.
2. The wearing of a necklace or medallion about the neck is permitted; however, it may not be displayed, or exposed, by suppression personnel while wearing a Class B or higher uniform.
3. One bracelet, on either wrist, may be worn if the article does not interfere with the use of gloves and turnout gear and is not subject to catching or snagging due to being loose on the wrists.
4. The wearing of rings is not recommended when responding to emergencies due to the potential of injury (e.g., electrical burns, crushing, and entanglement). Rings may be worn if they are not overly large or ornate, and will not subject the individual to potential injury. Rings with projections that may compromise the integrity of EMS exposure protection gloves are not permitted.
5. Any jewelry that interferes with the rapid donning of operationally required gear or distracts attention from the appearance of Class A/B uniforms, are not permitted.
6. Earring, worn by suppression personnel, shall be limited to the style referred to as “ear post”, and are only allowed in the ear lobe. No more than one ear post is allowed per ear. The decorative front of the post shall not exceed ¼ inch in diameter. The ear post may be silver or gold in color only. Hoop, ring or gauge shapes are not permitted.
7. No employee shall wear any other visible piercings while wearing department uniforms or while on duty. This includes, but not limited to facial piercings, nose rings, tongue studs, gauges, etc.

## **Tattoos**

1. The department recognizes that some forms of body art are becoming a more accepted, or tolerated, social practice.
2. Tattoos, body art, or brands on the head, face, or neck area are prohibited. The neck will be defined as any marking that protrudes past the threshold of any department issued t-shirt.
3. Tattoos, body art, or brands that are obscene, sexually explicit, denote a violent or exclusionary group, or advocate or symbolize discrimination against gender, race, religion, ethnicity or nationality, represent gang affiliation, represent narcotics of any form are prohibited. Other tattoos, body art, or brands may be generally visible to others that are not prejudicial to good order.
4. Employees shall not be considered in violation of this particular section of the guideline if he, or she, obtained the marking prior to the implementation of this guideline. Within 30 days of this SOG's execution, the Fire Chief shall formally determine if the currently approved long sleeved uniforms must be worn in order to cover such prohibited markings.
5. Tattoos, body art, or brands on other parts of the body not mentioned are acceptable as long as they are covered by the employee's duty uniform.

## **Implementation**

All new employees shall comply with this SOG upon the start of employment. Existing personnel are to be in compliance with this SOG within 2 weeks of the date of issue.

## **Failure to Comply**

In the event that an employee violates any part of this policy corrective action will be taken per the disciplinary actions found in the department's disciplinary manual. The level of corrective action will depend upon the offense.

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** T- 1  
**Effective:** 08/17/1990  
**Revised:** 08/27/2019  
**Reviewed:** 08/24/2021

\_\_\_\_\_  
Fire Chief Signature

\_\_\_\_\_  
DATE

**Policy:** Travel expense reimbursement

**Scope:** All personnel

### PROCEDURE:

Reimbursement for all work related travel expenses will be paid/reimbursed according to the “City of Dalton-Travel Policy and Procedure”. All employees should make themselves familiar with the city policy to ensure prompt and accurate reimbursement for allowed travel related expenses.

#### Documentation:

- Documentation (Business Travel Expense Report) must be submitted to your supervisor promptly **before** the end of each pay period. This documentation is provided in an electronic format, therefore **no** handwritten expense reports will be accepted.
- All documentation will be reviewed for accuracy by the shift commander/division coordinator. The shift commander/division coordinator will initial the Business Travel Expense Report in the top left corner signifying that the documentation has been reviewed and is correct. All documentation will then be submitted to administration by the battalion chief/division coordinator for processing.

**NOTE: Reimbursements will not be processed that does not include the initial of the shift commander/division coordinator. Also, in the absence of the shift commander the initials of their replacement will be accepted. The deputy chief will review support personnel’s request in the absence of their division coordinator.**

- All documentation for extended duration classes (EMT school, month or quarter long classes, etc.) must also be submitted by the end of each pay period.