



**PUBLIC SAFETY COMMISSION
TUESDAY, AUGUST 25, 2020
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

New Business

1. PSC - GPHD COVID 19 Report - <http://nghd.org/pr/37--sp-407/1165-covid19.html>

Approval of Minutes

- [2.](#) July 28, 2020

Alcohol Applications

- [3.](#) (2) 2020 New Alcohol Applications

Police Department

- [4.](#) Crime/Crash Statistics July 2020
- [5.](#) Financial Statistics July 2020
- [6.](#) Written Directive Review August 2020
- [7.](#) Peace Officers Annuity and Benefit Fund Proposal

Fire Department

- [8.](#) Statistical Report, July 2020
- [9.](#) Financial Report, July 2020
- [10.](#) Georgia Firefighters Pension Fund Proposal

Adjournment

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
JULY 28, 2020

The regular meeting for the Public Safety Commission was held today via Zoom, a live video streaming platform. Present were Chairman Bill Weaver, Commissioners Terry Mathis, Anthony Walker, Fire Chief Todd Pangle, Police Chief Cliff Cason, City Administrator Jason Parker, City Attorney Gandhi Vaughn, Communications Director Bruce Frazier, and new appointee Truman Whitfield. Commissioner Luis Viamonte and Councilmember Annalee Harlan were absent.

AGENDA AMENDMENT

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

- Moment of reflection to honor Mr. Kenneth Willis
- Addition of Item Titled – Old Business

The vote was unanimous in favor.

MOMENT OF REFLECTION – Mr. Kenneth Willis

Chairman Weaver asked for a moment of silence to honor and reflect the passing of Commissioner Kenneth Willis. Mr. Willis unexpectedly passed away on July 1, 2020. Mr. Willis was appointed to the Public Safety Commission in January, 2008 and continued to be a serving member until his passing.

OATH OF OFFICE – TRUMAN W. WHITFIELD, III

City Attorney, Gandhi Vaughn administered the Oath of Office to Truman W. Whitfield, III. Mr. Whitfield will complete Commissioner Kenneth Willis's unexpired term ending on October 14, 2022. The Commission welcomed Mr. Whitfield and thanked him for his service.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of June 23, 2020. On the motion of Commissioner Mathis, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for June 2020

Police Chief Cliff Cason presented the Crime and Crash Statistical Reports for the month of June, 2020. Chief Cason gave a written and oral summary of the crime and crash statistics. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are down by 20.8% when compared to the same month in 2019. Chief Cason further reported that during the month there were 84 non-private property crashes and stated injury crashes decreased from May 2020.

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

Financial Statistics for June 2020

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of June, 2020. Chief Cason reported that the department expended 48% of their 2020 budget and are 3% under budget, and on track for the fiscal year.

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

POLICE DEPARTMENT

..... Continued

Written Directives

Police Chief Cliff Cason presented the following directives for approval:

- 2.12 Firearms
- 2.27 Employee In and Out-Processing
- 4.9 Arrests / Arrest Warrants
- 6.9 Active Threats
- 7.3 Whitfield County Child Abuse Protocol
- 7.6 Sexual Assault
- 7.17 Criminal Intelligence

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

Old Business (Informational)

Chairman Weaver relayed a message from Commissioner Viamonte with regards to ongoing studies of the Peace Officers Annuity and Benefit Fund (PAOB) program for officers. Furthermore, Commissioner Viamonte wanted to make the Commission aware that they're working to increase recruitment and retainment of minorities and he feels PAOB would help them achieve that.

FIRE DEPARTMENT

Monthly Statistical Report – June 2020

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

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

Monthly Financial Report – June 2020

Fire Chief Todd Pangle presented the Financial Report for the month of June 2020 to the Commission. Chief Pangle stated the department is 5.6% under budget for the month and on track for the fiscal year.

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

PUBIC COMMENTARY

Chairman Weaver asked City Administrator Jason Parker if any public comments had been made in advance through the online e-mail system. City Administrator Jason Parker stated that no comments were submitted.

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 10:13 a.m.

Bill Weaver, Chairman

ATTEST:

Anthony Walker, Secretary

2020 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY AUGUST 25, 2020

M&C MONDAY SEPTEMBER 8, 2020

(1) 2020 ALCOHOL APPLICATION

1. Business Owner: OM SHIV SHIVAM CORP
d/b/a: Gold Beer Shop
Applicant: Sangitaben Bavariya
Business Address: 1125 E. Walnut Ave Suite A
Type: Package Beer, Package Wine
Disposition: **New**

2. Business Owner: Jasmine Singh Enterprise, LLC
d/b/a: Jas Tobacco
Applicant: Heather Singh
Business Address: 601 Fleming St. Suite A
Type: Package Beer, Package Wine
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020**

SUMMARY OF DATA AND CRIME STATISTICS FOR JULY 2020

General

Part 1 crimes have decreased approximately 21.3% when compared to year to date numbers from July 2019. Part 2 crimes also decreased by approximately 7.1% during the same time. Calls for service are 11.8% higher than in 2019. Traffic crashes have decreased by approximately 19.7% when compared to year to date numbers from July 2019.

DALTON POLICE DEPARTMENT
CRIME STATISTICS

	INCIDENTS				CLEARANCES				ARRESTS			
		2020	2019			2020	2019			2020	2019	
	7/20	7/19	YTD	YTD	7/20	7/19	YTD	YTD	7/20	7/19	YTD	YTD
Part I Offenses												
Homicide	0	1	0	1	0	0	1	0	0	0	0	0
Rape	1	2	5	12	0	0	2	10	0	0	0	0
Robbery	3	0	12	2	1	1	6	3	0	1	5	3
Aggravated Assault	5	7	38	42	1	3	23	34	1	2	22	29
Burglary	7	12	54	59	2	6	4	19	2	6	14	17
Larceny - Theft	45	62	357	496	11	29	120	243	8	26	98	209
Motor Vehicle Theft	6	6	39	31	2	2	12	16	1	1	10	9
Arson	0	0	1	0	1	0	1	1	1	0	1	1
PART I SUBTOTAL	67	90	506	643	18	41	169	326	13	36	150	268

Part 2 Offenses	Total
Code Violation	164
Traffic Offense	64
Warrant Served	61
Battery/Assault - Non-aggravated	40
Controlled Substance Offense	36
Destruct/Damage/Vandalize Property	33
Trespass of Real Property	26
Disorderly Conduct	23
DUI	19
Drunkenness	13
Liquor Violations	11

Traffic offenses increased by approximately 56% in July 2020 compared to June 2020. Controlled substance offenses decreased by approximately 29.4% to 36 in July 2020 from 51 in June 2020. Calls for service increased by approximately 4% when compared to 2019. Citations showed a decrease of 12.6% compared to 2019 numbers.

	July 2020	July 2019
Calls for Service	3,942	3,790
Traffic Crashes	83	90
Citations	917	1,049

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2016-2020

July 2020

	2016	2017	2018	2019	2020	TREND
Part I Crimes YTD	777	726	680	643	506	
Homicides	0	0	0	1	0	
Rape	12	12	5	12	5	
Robbery	14	11	20	2	12	
Aggravated Assault	43	46	27	42	38	
Violent Crime Totals	69	69	52	57	55	
Burglary	109	82	93	59	54	
Larceny-Theft	563	516	485	496	357	
Motor Vehicle Theft	30	57	47	31	39	
Arson	6	2	3	0	1	
Property Crime Totals	708	657	628	586	451	
Violent Crime Clearance	72%	74%	71%	82%	58%	
Property Crime Clearance	36%	38%	35%	48%	30%	
Part I Arrests	237	230	205	268	150	
Citations	8,266	7,199	8,138	7,610	7,068	
Calls for Service	26,874	23,539	24,573	25,900	28,968	
Traffic Crashes	795	811	782	804	645	

Analysis

In the year to date 2020 there have been 506 Part 1 crimes reported versus 643 in 2019 which shows an approximate decrease of 21.3%. There have been two crime categories that have increased YTD 2020: Robbery and Motor Vehicle Theft. Robberies are consistent with the 5 year average of 12.2. Motor Vehicle Theft is slightly lower than the 5 year average of 41.4.

There have been 55 violent crimes reported 2020 YTD compared to 57 reported violent crimes YTD 2019. Year to date property crimes have shown a decrease of approximately 23% when compared to 2019 YTD statistics.

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

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2020	2019			2020	2019			2020	2019
	7/20	7/19	YTD	YTD	7/20	7/19	YTD	YTD	7/20	7/19	YTD	YTD
Part I Offenses												
Homicide	0	1	0	1	0	0	1	0	0	0	0	0
Rape	1	2	5	12	0	0	2	10	0	0	0	0
Robbery	3	0	12	2	1	1	6	3	0	1	5	3
Aggravated Assault	5	7	38	42	1	3	23	34	1	2	22	29
Burglary	7	12	54	59	2	6	4	19	2	6	14	17
Larceny - Theft	45	62	357	496	11	29	120	243	8	26	98	209
Motor Vehicle Theft	6	6	39	31	2	2	12	16	1	1	10	9
Arson	0	0	1	0	1	0	1	1	1	0	1	1
PART I SUBTOTAL	67	90	506	643	18	41	169	326	13	36	150	268
Part II Offenses												
Other Assaults - not agg.	41	30	253	257	29	21	167	191	27	17	148	155
Forgery/Counterfeiting	3	5	29	74	3	2	12	30	3	2	7	26
Fraud	13	20	109	159	4	3	24	52	4	1	19	45
Embezzlement	0	2	0	7	0	3	1	8	0	2	1	3
Stolen Property	0	3	11	16	0	0	16	7	0	0	16	7
Vandalism	33	39	185	241	5	6	52	75	5	6	49	59
Weapons Violations	2	8	28	31	1	2	29	24	1	2	29	15
Commercial Sex	0	1	0	1	0	0	0	0	0	0	0	0
Other Sex Offenses	3	3	44	36	0	0	12	15	0	0	5	7
Drug Sales	2	6	33	49	4	5	54	72	3	5	48	71
Drug Possession	21	39	151	330	9	34	114	369	8	32	107	363
Gambling	0	0	0	1	0	0	0	0	0	0	0	0
Offenses Against Family/Children	8	6	43	34	3	3	29	22	3	3	28	21
Liquor Violations	11	6	34	44	11	5	28	34	8	5	24	33
Drunkenness	14	9	76	80	13	9	78	77	13	9	78	77
Other Disorderly Conduct	34	15	167	168	16	5	91	103	15	5	88	94
Curfew Violations	5	4	11	20	3	5	7	37	2	5	5	36
All Other Offenses	383	243	1983	1835	218	185	1102	1464	211	179	1067	1420
DUI	19	15	83	104	20	15	85	104	20	15	85	104
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	592	454	3240	3487	339	303	1901	2684	323	288	1804	2536
PART I AND II TOTAL	659	544	3746	4130	357	344	2070	3010	336	324	1954	2804
Crashes	Enforcement											
	7/20	7/19	2020 YTD	2019 YTD					7/20	7/19	2020 YTD	2019 YTD
Public Roadway	83	90	645	804	Citations				553	583	4,068	4,499
					Warnings				364	466	3,000	3,111
911 Calls	3,942	3,790	28,968	25,900	Totals				917	1,049	7,068	7,610

Summary of Significant Events for July 2020

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020

20-04684

Forgery/Theft by Deception

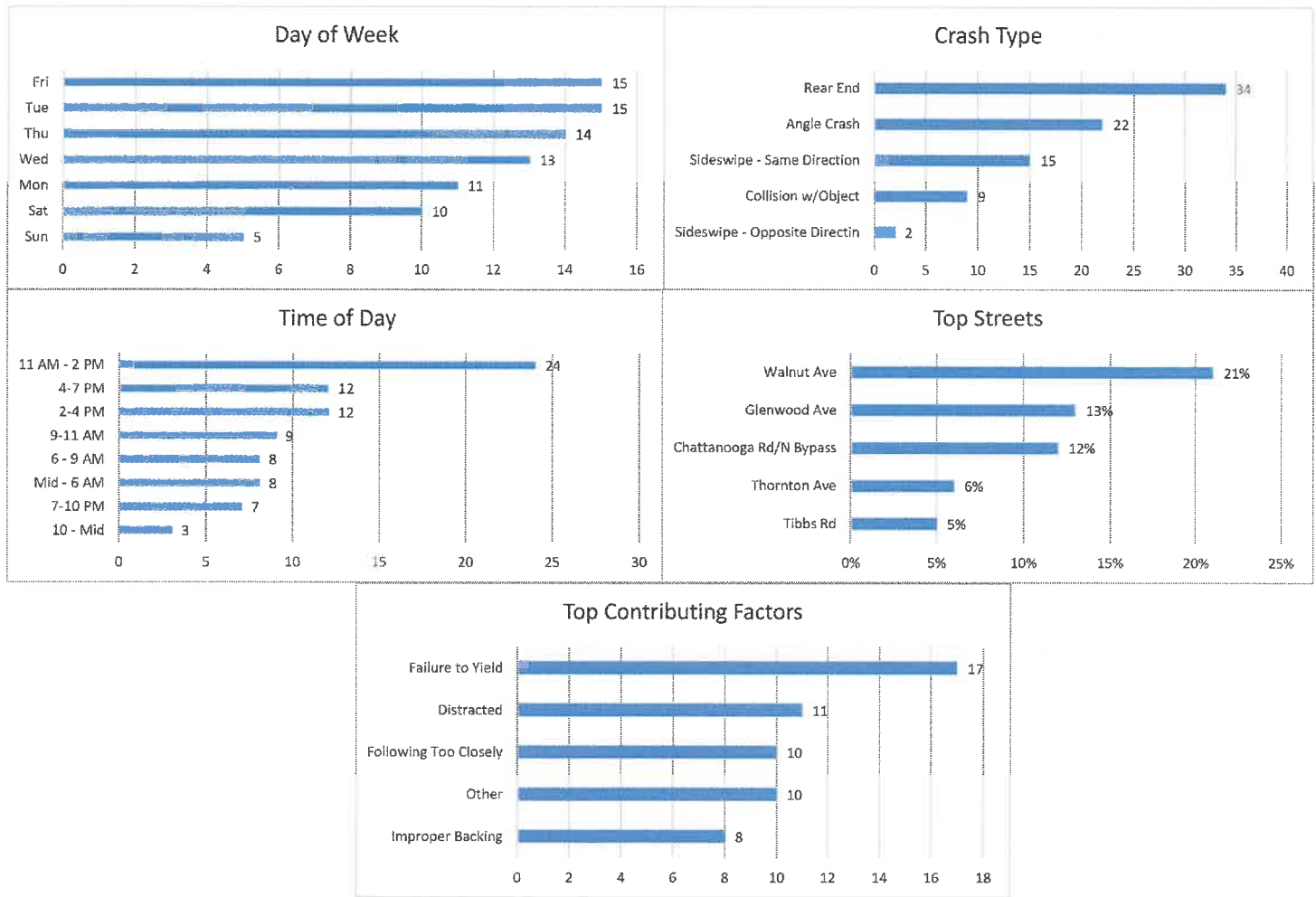
Chattanooga Ave / Selvidge St

Parties arranged to meet at this location for a purchase of an item. During the exchange the item was loaded into the suspect's vehicle and an envelope containing counterfeit 10 dollar bills was given to the victim. The suspect then ran to his vehicle and fled the scene. A BOLO was given with the vehicle description and upon arriving on scene the suspect's name was obtained from the victim. A Spillman search provided an address at the Georgian apartments. Officers responded to that location where they made contact with the vehicle and the suspect. A show up was conducted and the victim identified the suspect, as well as another party which was present during the crime. The item and more counterfeit bills were located at the suspect's apartment. Both suspects were arrested and charged accordingly.

DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING AUGUST 25, 2020

July 2020 Crash Statistics

In July 2020 there were 83 non-private property crashes reported. Injuries and injury crashes increased from June 2020. Angle and rear end crashes were the most prevalent during July 2020. Failure to yield was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave had the highest number of crashes in July 2020. Chattanooga Rd had the highest number of injuries during July 2020.



83 Crashes Reported in July 2020

- There was 1 less crash in July 2020 than in June 2020.
 - 16 crashes reported in which injuries occurred.
 - That is one injury crash for every 5.2 crashes reported.
 - Multiple injuries were reported in 4 crashes.
- Total Injuries Reported
 - 24 injuries were reported.
 - 2 serious injuries were reported.

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020

Top 5 Streets

- Walnut Avenue
 - 17 Total Crashes
 - 20.5 % of Total Crashes
 - 12.5 % of Injuries Reported (3 Injuries Reported on the Roadway)

- Glenwood Ave
 - 11 Total Crashes
 - 13.3 % of Total Crashes
 - 8.3 % of Injuries Reported (2 Injuries Reported on this Roadway)

- Chattanooga Rd/N Bypass
 - 10 Total Crashes
 - 12.0 % of Total Crashes
 - 37.5 % of Injuries Reported (9 Injuries Reported on this Roadway)

- Thornton Ave
 - 5 Total Crashes
 - 6.0 % of Total Crashes
 - 4.2 % of Injuries Reported (1 Injury Reported on the Roadway)

- Tibbs Rd
 - 4 Total Crashes
 - 4.8 % of Total Crashes
 - 16.7 % of Injuries Reported (4 Injuries Reported on the Roadway)

Crashes Involving DUI

- 7 Reported Crashes involving DUI

Crashes Involving Speed

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

Crashes Involving Distracted or Inattentive Driver

- 11 Crashes Reported with Distracted or Inattentive Driver

Crashes Involving Drivers Following One Another Too Closely

- 10 Crashes Reported involving Following Too Closely

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020**

Crashes by Type

- Angle Crash 34 / 40.96%
- Rear End 22 / 26.51%
- Sideswipe – Same Direction 15 / 18.07%
- Collision with an Object 9 / 10.84%
- Sideswipe – Opposite Direction 2 / 2.41%

Days of the Week

- 11 crashes occurred on Mondays
- 15 crashes occurred on Tuesdays
- 13 crashes occurred on Wednesdays
- 14 crashes occurred on Thursdays
- 15 crashes occurred on Fridays
- 10 crashes occurred on Saturdays
- 5 crashes occurred on Sundays

Time of Day

- 0000- 0559-8
- 0600-0859-8
- 0900-1059-9
- 1100-1359-24
- 1400-1559-12
- 1600-1859-12
- 1900-2159-7
- 2200-2359-3

Top Contributing Factors

- Failure to Yield: 17 (17.71 % of all crashes)
- Distracted: 11 (11.46 % of all crashes)
- Following Too Closely: 10 (10.42 % of all crashes)
- Other: 10 (10.42 % of all crashes)
- Improper Backing: 8 (8.33 % of all crashes)

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020**

Based on the crash data from June 2020, Selective Enforcement Details were conducted in the following areas in July 2020:

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

There were 23 total Enforcement Details conducted in July 2020, resulting in 212 total violations being identified.

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

- **Walnut Ave**
- **Chattanooga Rd**
- **Glenwood Ave**

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
AUGUST 25, 2020

SUMMARY OF THE FINANCIAL STATISTICS FOR JULY, 2020

The police department budget is on track for FY 2020, and we have expended approximately 56.3% of our 2020 budget at 60% of the way through the budget cycle. We are currently approximately 3.7% under budget for the year.

The City Council has made some adjustments in pay in response to the current COVID-19 situation. We are tracking additional salary expenses associated with the change and will be able to report on budget impact as time goes on. The finance department is currently processing funds to adjust those budget lines. At this time, we believe sufficient funds are available within our existing budget to cover our operating cost for the remainder of the year.

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 99

0010 GENERAL FUND - OPERATING

141501 PD ADMINISTRATION

141501 000010 SALARIES-REGULAR	351,000	0	351,000	215,522.40	.00	135,477.60	61.4%
141501 000011 SALARIES OVERTIME	1,290	0	1,290	697.49	.00	592.51	54.1%
141501 000016 SALARY - BONUS	0	0	0	1,158.14	.00	-1,158.14	100.0%
141501 000020 FICA	27,625	0	27,625	17,111.85	.00	10,513.15	61.9%
141501 000030 PENSION	4,170	0	4,170	1,985.82	.00	2,184.18	47.6%
141501 000032 PENSION - DB PLAN	226,000	0	226,000	145,180.80	.00	80,819.20	64.2%
141501 000040 HOSPITALIZATION I	31,635	0	31,635	23,202.00	.00	8,433.00	73.3%
141501 000045 LIFE & DISABIL	2,100	0	2,100	2,368.10	.00	-268.10	112.8%
141501 000050 GENERAL INSURANCE	106,105	0	109,705	109,705.00	.00	.00	100.0%
141501 000060 WORKER COMPENSATI	10,415	3,600	10,415	6,943.32	.00	3,471.68	66.7%
141501 000080 OFFICE EQUIPMENT	5,000	0	5,000	36.93	.00	4,898.08	2.0%
141501 000110 TELEPHONE	45,000	0	45,000	24,186.73	64.99	18,228.81	59.5%
141501 000120 TRAINING EXPENSES	15,000	0	15,000	1,615.30	2,584.46	12,738.20	15.1%
141501 000130 VEHICLE EXPENSES	2,000	0	2,000	60.00	.00	1,940.00	3.0%
141501 000140 COPIER RENTAL/SUP	9,000	0	9,000	3,471.48	.00	5,528.52	38.6%
141501 000150 PRINTING	4,000	0	4,000	1,761.88	39.50	2,198.62	45.0%
141501 000160 POSTAGE	3,500	0	3,500	510.73	1.20	2,988.07	14.6%
141501 000360 LEGAL FEES	15,000	0	15,000	4,330.68	.00	10,669.32	28.9%
141501 000440 GAS & OIL	5,800	0	5,800	1,511.66	.00	4,288.34	26.1%
141501 000450 SUPPLIES	800	0	800	205.52	.00	558.81	30.1%
141501 000450 CLEANING ALLOWANC	1,800	0	1,800	296.75	35.67	1,473.25	18.2%
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	1,205.48	180.94	613.58	69.3%
141501 001030 COMPUTER SOFTWARE	157,040	0	157,040	108,288.11	1,500.00	47,251.89	69.9%
141501 001300 MEALS	2,000	0	2,000	1,928.99	.00	71.01	96.4%
141501 001410 DUES/FEES/SUBSCRI	3,500	0	3,500	3,500.00	.00	.00	100.0%
141501 001665 RADIO SUBSCRIBER	25,000	-1,800	23,200	23,155.20	.00	44.80	99.8%
141501 001990 MISCELLANEOUS	2,000	0	2,000	84.91	.00	1,915.09	4.2%
141501 003226 CUSTODY OF PRISIO	120,000	-1,800	118,200	38,331.08	.00	79,868.92	32.4%
TOTAL PD ADMINISTRATION	1,180,580	0	1,180,580	739,256.35	5,083.26	436,240.39	63.0%

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 99

141503 PD PATROL

ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 000010 SALARIES-REGULAR	0	3,377,600	1,930,752.21	.00	1,446,847.79	57.2%
141503 000011 SALARIES OVERTIME	0	101,000	27,942.19	.00	73,057.81	27.7%
141503 000020 FICA	0	270,065	151,880.22	.00	118,184.78	56.2%
141503 000030 PENSION	0	154,620	71,664.77	.00	82,955.23	46.3%
141503 000032 PENSION - DB PLAN	0	436,550	266,884.98	.00	169,665.02	61.1%
141503 000040 HOSPITALIZATION I	0	515,705	283,936.98	.00	231,768.02	55.1%
141503 000045 EE LIFE & DISABIL	0	20,300	11,993.96	.00	8,306.04	59.1%
141503 000060 WORKER COMPENSAT	0	95,900	63,933.32	.00	31,966.68	66.7%
141503 000120 TRAINING EXPENSES	-10,000	104,000	22,938.33	2,352.00	78,709.67	24.3%
141503 000130 VEHICLE EXPENSES	25,000	37,650	31,445.59	952.35	5,252.06	86.1%
141503 000400 SHOP VEHICLE EXP -	0	115,050	49,021.02	.00	66,028.98	42.6%
141503 000400 EQUIPMENT MAINT &	0	12,500	2,147.06	1,543.79	8,809.15	29.5%
141503 000410 GAS & OIL	-15,000	158,990	75,910.65	36.91	83,042.44	47.8%
141503 000440 SUPPLIES	0	5,500	1,804.71	271.50	3,423.79	37.7%
141503 000450 CLEANING ALLOWANC	0	10,000	3,862.75	568.00	5,569.25	44.3%
141503 000460 UNIFORMS	0	64,000	7,862.73	.00	56,137.27	12.3%
141503 001010 OFFICE SUPPLIES	0	3,000	619.32	.00	2,380.68	20.6%
141503 001300 MEALS	0	2,000	57.41	.00	1,942.59	2.9%
141503 001410 DUES/FEES/SUBSCRI	0	3,750	443.00	.00	3,307.00	11.8%
141503 001660 COMMUNICATION EQU	0	2,500	.00	.00	2,500.00	.0%
141503 001990 MISCELLANEOUS	0	5,000	513.35	.00	4,486.65	10.3%
141503 039980 CAPITAL OUTLAY <	0	29,400	11,725.91	.00	17,674.09	39.9%
TOTAL PD PATROL	0	5,525,080	3,017,340.46	5,724.55	2,502,014.99	54.7%

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141504 PD CRIMINAL INVESTIGATION DIV

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141504 000010 SALARIES-REGULAR	823,000	0	823,000	487,968.22	.00	335,031.78	59.3%
141504 000011 SALARIES OVERTIME	38,300	0	38,300	10,261.91	.00	28,038.09	26.8%
141504 000020 FICA	67,085	0	67,085	38,737.26	.00	28,347.74	57.7%
141504 000030 PENSION	23,900	0	23,900	13,259.03	.00	10,640.97	55.5%
141504 000032 PENSION - DB PLAN	331,570	0	331,570	206,353.00	.00	125,217.00	62.2%
141504 000040 HOSPITALIZATION I	86,245	0	86,245	74,506.00	.00	11,739.00	86.4%
141504 000045 HR LIFE & DISABIL	5,050	0	5,050	2,980.15	.00	2,069.85	59.0%
141504 000060 WORKER COMPENSATI	22,570	0	22,570	15,046.68	.00	7,523.32	66.7%
141504 000120 TRAINING EXPENSES	30,000	0	30,000	12,240.35	.00	17,659.65	41.1%
141504 000130 VEHICLE EXPENSES	7,000	1,020	8,020	3,903.53	164.41	3,952.06	50.7%
141504 000400 EQUIPMENT MAINT. &	1,500	0	1,500	357.58	.00	1,142.42	23.8%
141504 000410 GAS & OIL	19,390	0	19,390	7,970.02	18.99	11,400.99	41.2%
141504 000440 SUPPLIES	3,000	0	3,000	732.60	.00	2,267.40	24.4%
141504 000450 CLEANING ALLOWANC	4,000	0	4,000	823.00	61.00	3,116.00	22.1%
141504 000455 CLOTHING ALLOWANC	9,000	0	9,000	4,500.00	.00	4,500.00	50.0%
141504 001010 OFFICE SUPPLIES	4,000	0	4,000	101.20	162.75	3,736.05	6.6%
141504 001300 MEALS	700	0	700	101.00	.00	700.00	29.5%
141504 001410 DUES/FEES/SUBSCRI	4,500	0	4,500	1,327.91	.00	3,172.09	3.1%
141504 001650 PURCHASE EVIDENCE	30,000	0	30,000	918.00	.00	29,082.00	3.0%
141504 001660 COMMUNICATION EOU	1,500	0	1,500	247.00	.00	1,500.00	4.9%
141504 001990 MISCELLANEOUS	5,000	0	5,000	4,786.21	.00	4,753.00	95.7%
141504 039980 CAPITAL OUTLAY <	5,000	0	5,000			213.79	
TOTAL PD CRIMINAL INVESTIGATION DIV	1,522,310	1,020	1,523,330	887,019.65	507.15	635,803.20	58.3%

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141507 PD SUPPORT SERVICES

ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141507 000010 SALARIES-REGULAR	0	537,380	332,995.09	.00	204,384.91	62.0%
141507 000011 SALARIES OVERTIME	0	7,680	2,137.61	.00	5,542.39	27.8%
141507 000012 SALARIES-PART TIM	0	22,005	4,247.45	.00	17,757.55	19.3%
141507 000020 FICA	0	44,175	26,162.60	.00	18,012.40	59.2%
141507 000030 PENSION	0	17,580	7,268.54	.00	10,311.46	41.3%
141507 000032 PENSION - DB PLAN	0	171,950	87,896.57	.00	84,053.43	51.1%
141507 000040 HOSPITALIZATION I	0	67,205	44,452.52	.00	22,752.48	66.1%
141507 000045 EE LIFE & DISABIL	0	3,200	1,794.49	.00	1,405.51	56.1%
141507 000060 WORKER COMPENSATI	0	15,775	10,516.68	.00	5,258.32	66.7%
141507 000120 TRAINING EXPENSES	0	42,000	20,987.51	.00	21,012.49	50.0%
141507 000130 VEHICLE EXPENSES	1,145	3,145	2,446.08	.00	698.92	77.8%
141507 000330 UTILITIES	0	48,000	24,783.93	.00	23,216.07	51.6%
141507 000410 GAS & OIL	0	7,300	2,653.98	19.90	4,626.12	36.6%
141507 000440 SUPPLIES	0	3,000	1,548.48	199.98	1,251.54	58.3%
141507 000450 CLEANING ALLOWANC	0	2,400	677.00	102.50	1,620.50	32.5%
141507 000460 UNIFORMS	0	4,000	1,106.39	.00	300.00	50.0%
141507 001010 OFFICE SUPPLIES	0	3,200	2,206.31	.00	993.69	68.9%
141507 001300 MEALS	0	500	.00	.00	500.00	.0%
141507 001410 DUES/FEES/SUBScri	0	2,100	214.41	.00	1,885.59	10.2%
141507 001415 CREDIT CARD & BAN	0	600	242.97	.00	357.03	40.5%
141507 001610 APPLICANT TESTING	0	7,500	811.75	250.00	6,438.25	14.2%
141507 001880 COMMUNITY SERVICE	0	12,500	4,051.61	.00	8,448.39	32.4%
141507 001880 15048.COM.SCVS - D	0	0	5,724.75	.00	-5,724.75	100.0%
141507 001990 MISCELLANEOUS	0	1,500	609.00	.00	891.00	40.6%
141507 084725 BUILDING/GROUNDS M	-1,145	108,000	27,570.13	1,114.07	79,315.80	26.6%
TOTAL PD SUPPORT SERVICES	0	1,133,295	613,405.85	1,686.45	518,202.70	54.3%
TOTAL GENERAL FUND - OPERATING	1,020	9,362,285	5,257,022.31	13,001.41	4,092,261.28	56.3%
TOTAL EXPENSES	1,020	9,362,285	5,257,022.31	13,001.41	4,092,261.28	
GRAND TOTAL	1,020	9,362,285	5,257,022.31	13,001.41	4,092,261.28	56.3%

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0210 CONFISCATED ASSETS							
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREAS	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	.00	.00	-60,000.00	.0%
210001 361100 JUSTI INTEREST JUS	30	0	30	.00	.00	-30.00	.0%
210001 361100 TREAS INTEREST TRE	-600	0	-600	-409.80	.00	-190.20	68.3%
210001 361100 STATE INTEREST FAR	-30	0	-30	-118.71	.00	88.71	395.7%
210001 392100 STATE PROCEEDS PRO	-10,000	0	-10,000	-4,338.46	.00	-5,661.54	43.4%
TOTAL REVENUES	-110,660	0	-110,660	-4,866.97	.00	-105,793.03	4.4%

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210415 EXPENDITURES

210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	2,000.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	.00	4,595.00	.00	13,405.00	25.5%
210415 000370 STATE COURT COSTS	12,500	0	12,500	.00	1,206.50	.00	11,293.50	9.7%
210415 001990 JUSTI MISCELLANEOU	200	0	200	.00	578.00	.00	200.00	.0%
210415 001990 STATE MISCELLANEOU	6,150	0	6,150	.00	400.00	.00	5,752.00	.4%
210415 001990 TREAS MISCELLANEOU	400	0	400	.00	26,380.00	.00	400.00	.0%
210415 021910 STATE COMMUNICATIO	26,380	0	26,380	.00	11,340.30	.00	15,039.70	43.0%
210415 021910 TREAS COMMUNICATIO	100	0	100	.00	1,700.00	.00	100.00	.0%
210415 039980 JUSTI CAPITAL OUTL	1,700	0	1,700	.00	37,000.00	.00	1,700.00	.0%
210415 039980 STATE CAPITAL OUTL	37,000	0	37,000	.00	2,300.00	.00	37,000.00	.0%
210415 039980 TREAS CAPITAL OUTL	2,300	0	2,300	.00	89,010.20	.00	16.6%	
TOTAL EXPENDITURES	106,730	0	106,730		17,719.80		89,010.20	16.6%
TOTAL CONFISCATED ASSETS	-3,930	0	-3,930		12,852.83	.00	-16,782.83	-327.0%
TOTAL REVENUES	-110,660	0	-110,660		-4,866.97	.00	-105,793.03	
TOTAL EXPENSES	106,730	0	106,730		17,719.80	.00	89,010.20	
GRAND TOTAL	-3,930	0	-3,930		12,852.83	.00	-16,782.83	-327.0%

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0370 CAPITAL ACQUISITION FUND

370005 EXPENDITURES

370005 000350 610 FACILITY REPAIR	0	19,030	19,030	19,030.00	.00	.00	100.0%
370005 001020 445 COMPUTER SOFTW	60,000	-20,000	40,000	.00	562.28	39,437.72	1.4%
370005 039980 445 CAPITAL OUTLAY	0	20,000	20,000	1,418.79	14,036.16	4,545.05	77.3%
370005 039990 414 CAPITAL OUTLAY	295,000	271,870	566,870	40,459.00	342,022.00	184,389.00	67.5%
370005 039990 415 CAPITAL OUTLAY	369,450	17,135	386,585	7,667.08	229,530.00	149,387.92	61.4%
370005 039990 420 CAPITAL OUTLAY	293,000	266,270	559,270	322,760.84	211,459.40	25,049.76	95.5%
370005 039990 610 CAPITAL OUTLAY	175,000	-19,030	155,970	89,571.00	54,546.00	11,853.00	92.4%
370005 521210 610 CONTRACT SERV	0	359,705	359,705	359,702.49	.00	2.51	100.0%
TOTAL EXPENDITURES	1,192,450	914,980	2,107,430	840,609.20	852,155.84	414,664.96	80.3%
TOTAL CAPITAL ACQUISITION FUND	1,192,450	914,980	2,107,430	840,609.20	852,155.84	414,664.96	80.3%
TOTAL EXPENSES	1,192,450	914,980	2,107,430	840,609.20	852,155.84	414,664.96	80.3%
GRAND TOTAL	1,192,450	914,980	2,107,430	840,609.20	852,155.84	414,664.96	80.3%

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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	MISCELLANEOUS ACCOUNT 369099:							I. I. TASK FORCE OVERTIME	S. S. TASK FORCE OVERTIME ***	342101 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT		
		Records Unit	GEARS Reports			PARADE/ SOUND PERMITS	TAXI PERMITS	OPEN RECORDS	*	GRANT REIM. **	GRANT NAME								
CUM TOTALS	1,650.00	3,960.00	3,015.00	5,725.00	0.00	5.00	575.00	0.00	15.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	17,918.68		
JULY																			
7/1/2020		30.00															30.00		
7/6/2020		40.00				5.00											45.00		
7/8/2020		30.00															30.00		
7/9/2020		30.00															30.00		
7/10/2020		15.00					25.00										40.00		
7/13/2020		30.00		225.00													255.00		
7/14/2020		15.00															15.00		
7/15/2020		40.00															40.00		
7/17/2020				150.00													150.00		
7/21/2020		45.00	515.00	225.00													785.00		
7/22/2020		30.00															30.00		
7/23/2020		30.00				5.00											35.00		
7/24/2020		30.00															30.00		
7/27/2020				750.00													750.00		
7/28/2020		30.00															30.00		
7/30/2020		45.00				5.00											50.00		
JULY TOTALS	0.00	440.00	515.00	1,350.00	0.00	15.00	25.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,345.00		
CUM TOTALS	1,650.00	4,400.00	3,530.00	7,075.00	0.00	20.00	600.00	0.00	15.00	0.00	0.00	0.00	0.00	1,340.26	0.00	0.00	20,263.68		
JUSTICE - Federal Forfeiture Funds:				0.48															
TREASURY - Federal Forfeiture Funds:				27,190.33															
State Drug Seizure Funds:				83,880.12															
GOV DEALS SALE OF ASSETS VEHICLES						NONE						GOV DEALS SALE OF ASSETS CELL PHONES						NONE	

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					98,123.31
1/29/2020	PO 21019064	Verizon - Nov 10 - Dec 9 Cell Phones		1,830.25	96,293.06
1/31/2020		Interest Credit	62.39		96,355.45
2/26/2020	PO 21019065	Verizon - Dec 10 - Jan 09 Cell Phones		1,688.83	94,666.62
2/26/2020	PO 21020001	Verizon - Jan 10 - Feb 09 Cell Phones		1,738.83	92,927.79
2/26/2020	19-002128	GOVDEALS - Seized F150 Sold	2,500.00		95,427.79
2/26/2020	19-002128	GOVDEALS - Seized Tires & Wheels Sold	205.00		95,632.79
2/26/2020		GOVDEALS FEES For Items Sold 19-002128, 18-003999, 18-007116		358.57	95,274.22
2/28/2020		Interest Credit	55.37		95,329.59
3/10/2020	PO 21020002	DA's Office - Jones Seizure Court Costs		881.60	94,447.99
3/10/2020	PO 21020003	Clerk of Court - Jones Seizure Court Costs		82.00	94,365.99
3/18/2020	PO 21020004	Elite Wrecker - Tow Seized Infinity; 20-000497		100.00	94,265.99
3/18/2020	PO 21020005	Whaley's Towing - Tow 4 Seized Vehicles; 20-001409		460.00	93,805.99
3/27/2020	PO 21020006	Verizon - Feb 10 - Mar 09 Cell Phones		1,738.83	92,067.16
3/31/2020		Interest Credit	61.91		92,129.07
4/30/2020		Interest Credit	56.79		92,185.86
5/8/2020	PO21020007	Petty Cash Reimb - Title Seized 2006 Lancer; 19-006839		18.00	92,167.86
5/8/2020	PO21020008	Verizon - Mar 10 - Apr 09 Cell Phones		1,649.18	90,518.68
5/29/2020		Interest Credit	54.18		90,572.86
6/26/2020		Officers purchasing out of date department cell phones.	352.00		90,924.86
6/30/2020		Officers purchasing out of date department cell phones.	14.00		90,938.86
6/30/2020		Interest Credit	59.59		90,998.45
7/2/2020		Officers purchasing out of date department cell phones.	114.00		91,112.45
7/9/2020		Officers purchasing out of date department cell phones.	67.00		91,179.45
7/9/2020		CALFA Refund (Annual Continuation Fee)	3,617.46		94,796.91
7/21/2020		Officers purchasing out of date department cell phones.	75.00		94,871.91

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**Federal Forfeitures Fund
Justice Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					0.48
1/31/2019		Balance			0.48
2/28/2020		Balance			0.48
3/31/2020		Balance			0.48
4/30/2020		Balance			0.48
5/29/2020		Balance			0.48
6/30/2020		Balance			0.48
7/31/2020		Balance			0.48

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					27,071.62
1/31/2020		Interest Credit	17.24		27,088.86
2/28/2020		Interest Credit	15.59		27,104.45
3/31/2020		Interest Credit	17.82		27,122.27
4/30/2020		Interest Credit	16.72		27,138.99
5/29/2020		Interest Credit	16.17		27,155.16
6/30/2020		Interest Credit	17.86		27,173.02
7/31/2020		Interest Credit	17.31		27,190.33

To: Public Safety Commission
 From: Chief Cliff Cason
 Date: August 25, 2020
 Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.5		<u>Organization and Direction</u>
	1	Updated Revision and Re-evaluation dates Section II – Rewording, new item D, re-lettering Section III – Rewording
	2	Section IV – Rewording Section V – Rewording
	3	Section VI – Rewording, new item B Section VII – Rewording Section VIII – Rewording
	4	Section IX – New item B, new lettering Section X – Rewording
	5	(B) – New item 1 and 7 (replaced Park Police Unit with Community Relations Unit), re-numbering (C) – New item 1, re-numbering
	6	(D) – New item 1, removed item 5, re-numbering
	7	Section XI - Rewording
2.9		<u>Table of Organization</u> Updated to reflect changes due to the new Community Relations Unit
2.11		<u>Training</u>
	1	Updated Revision and Re-evaluation dates Section II – Rewording
	4	(I) (1) – New sub-items d, e, f
	5	(I) (2) – New item 4 (K) – New item 3, re-numbering
	7	Section III – Rewording
	8	(D) – New numbering, new language in item 1 Section IV – Rewording
	11	Section V – Rewording
	13	Section VI – Rewording
	14	Section VII – Rewording Section VIII - Rewording
2.25		<u>Biased Policing</u>
	1	Updated the name of the policy Updated Revision and Re-evaluation dates

Section I – Rewording
 Section II – Changed to the new definition
 Section III – Rewording
 (A) – New item 3

3.2

- Career Development Program**
 1 Updated Revision and Re-evaluation dates
 Section I – Rewording
 Section II – Rewording
 Section III – Rewording
 3 Section VI – Rewording
 6 Section VII – Rewording
 Section VIII – Rewording
 7 Section IX – New section
 8 Appendix A – Updated classes

3.8

- Drug-free Workplace Policies and Procedures for Elimination of Substance Abuse and Employee Assistance**
 1 Updated Revision and Re-evaluation dates
 Updated the policy to reflect the recent changes to the City of Dalton's policy

3.19

- Personnel Early Intervention System**
 1 Updated Revision and Re-evaluation dates
 Section III - Rewording
 (B) – Added sub-items 1-7
 2 Section IV – Rewording

DALTON POLICE DEPARTMENT

		Effective Date July 1, 1998	Number GO91-2.5
Subject Organization and Direction			
Reference CALEA Standards – 11.1.1, 11.2.1, 11.3.1, 11.3.2, 12.1.2, 12.1.3, 12.1.4, 12.2.1, 21.2.2		Revised October 22, 2019 August 25, 2020	
Distribution All Personnel	Re-evaluation Date October 2021 August 2022		No. Pages 7

I. Policy

It is the policy of the Dalton Police Department to be organized and directed to meet its goals in the most effective and efficient manner possible.

II. Definitions

- A. Division Commander – An Officer who holds the rank of Captain or Lieutenant ~~and oversees~~ whose job function includes the management of a division.
- B. Patrol District Commander – An Officer who holds the rank of Lieutenant whose job function includes the management of a Patrol shift.
- C. Watch Commander ~~or Unit Supervisor~~ – An Officer who holds the rank of Lieutenant or Sergeant who is responsible for the management and supervision of all activities performed by a Patrol shift during a particular tour of duty.
- D. Unit Supervisor – An employee, either sworn or non-sworn, whose job function includes the supervision of a specialized unit of employees.
- ~~E.D.~~ Chain of Command – Lines of communication going downward or upward within the organizational hierarchy through each successive level of command.
- ~~F.E.~~ Organizational Component – A subdivision of the ~~Agency~~ Department, such as a division or unit, which is established and staffed on a full-time basis to provide a specific function.
- ~~G.F.~~ Span of Control – The number of persons reporting to any one Supervisor.
- ~~H.G.~~ Unity of Command – The concept that each individual in the organization has one, and only one, immediate Supervisor.

III. Unity of Command

~~It is the policy of the Dalton Police Department that:~~

RESTRICTED LAW ENFORCEMENT DATA

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

- A. Every employee shall be accountable to only one Supervisor.
- B. Each unit and division ~~will~~ shall be under the direct command of only one Supervisor.

IV. **Command Protocol**

- A. Command protocol in emergency or exceptional situations shall be assumed by the Watch Commander. In non-emergency situations, or situations involving multiple units or functions, the shift or unit that initiated the special operation shall have command of all personnel assigned to the operation until the operation is concluded or transferred to another shift or unit.
- B. The District Commander, Watch Commander, or unit Supervisor shall supervise and be responsible for efficient law enforcement and operations of his / her shift or unit in accordance with the rules and regulations of the Department. The Watch Commander or unit Supervisor shall have the authority to designate any ~~Patrol Officer~~ employee assigned to his / her shift or unit as acting Supervisor in his / her absence, regardless of the ~~Patrol Officer's~~ employee's seniority with the Department.
- C. Division Commanders shall be responsible for the everyday operations and administrative duties related to his / her assigned division.
- D. The Chief of Police shall have the authority and responsibility for the management, direction, and control of the operations and administration of the Department.
- E. To ensure cooperation, coordination, and communication between division and ~~Agency~~ Department personnel, all personnel are responsible for establishing and maintaining open lines of communication. This may be established through:
 - 1. Sending daily activities of Patrol operations to Department personnel
 - 2. Sending investigative updates, lookouts, or requests for information to Department personnel
 - 3. Attending Patrol Division roll calls
 - 4. Sharing information between functions at scheduled District Meetings

V. **Span of Control**

- A. To achieve effective direction, coordination, and control, the number of employees under the immediate control of a Supervisor shall not be excessive.
- B. The proper span of control ~~will~~ shall be determined by factors such as:
 - 1. Ability of the Supervisor

RESTRICTED LAW ENFORCEMENT DATA

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

2. Complexity of the task to be performed by the subordinate(s)
3. Separation by time and place of the Supervisor and the immediate subordinate(s)

VI. **Delineation of Responsibility**

- A. A job description, outlining the duties and responsibilities for each position within the Department, is **made** available ~~from~~ **by** the Support Services Division.
- B. Job descriptions of all employees shall be reviewed every four (4) years to ensure they are accurate.

VII. **Authority and Responsibility**

- A. To achieve effective direction, coordination, and control, responsibility and accompanying authority are delegated through the chain of command.
- B. All Department personnel shall be given the authority to effectively complete all assigned functions.
- C. Personnel ~~will~~ **shall** not be given the responsibility for a function or task without the commensurate authority to carry it out.
- D. All levels of Department supervision are required to delegate the necessary authority to lower-ranking personnel to fulfill their responsibilities.
- E. All Department members ~~will~~ **shall** be accountable for the use of the delegated authority given to their position.
- F. Sworn ~~police~~ Officers, employed by the City of Dalton, shall have the powers of peace Officers, as regulated by law, and have the power to make arrests and carry and use weapons authorized by the ~~Agency~~ **Department** in the performance of their duties.

VIII. **Processing Matters through the Chain of Command**

- A. Whenever any employee of the Department has reason to believe that a situation of an official nature requires the attention of the Chief of Police, the employee shall refer the matter to his / her immediate Supervisor.
 1. If the immediate Supervisor cannot adequately resolve the matter, it shall be forwarded through the chain of command to the Chief of Police.
 2. All official matters shall follow the chain of command.
 - a. In most cases, this will consist of a Watch Commander or unit Supervisor, a District Commander, a Division Commander, the Assistant Chief, and the Chief of Police.

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- b. In some instances, one or more of these ranks may be missing from the normal rank structure.
- B. Whenever any employee ~~of the Department~~ has reason to believe that a situation of a personal nature requires the attention of the Chief of Police, the employee shall normally refer the matter to his / her immediate Supervisor. If the immediate Supervisor cannot adequately resolve the matter, it shall be forwarded through the chain of command to the Chief of Police. If the situation is one of a very personal and confidential nature and cannot be discussed with the employee's immediate Supervisor, he / she shall make an appointment with the Chief of Police or present written information to the Chief of Police for consideration.

IX. **Table of Organization**

- A. The table of organization shall be revised as needed by the Chief of Police. A copy of the table of organization (Directive 2.9) shall be posted on all employee work-area bulletin boards.
- B. The table of organization shall be made available to the public through a link on the Department's website.

X. **Organizational Structure**

The Department is divided into four (4) organizational components; the Administration Division, the Patrol Division, the Criminal Investigations Division, and the Support Services Division. The Department shall be organized at the discretion of the Chief of Police and may, at any time, be restructured.

A. Administration Division

The Administration Division Commander is responsible for the **management and direction of** activities directly associated with the Administration Division, including the coordination of research, planning, and change management activities for the Department. The Administration Division includes the following personnel:

- 1. Purchasing Agent – This position performs various accounting and clerical functions for the Department, including processing purchase orders and monitoring expenses.
- 2. Accreditation Manager – This position is responsible for reviewing the policies and procedures of the ~~Agency~~ Department and ensuring compliance with the CALEA Accreditation and Georgia State Certification processes.

B. Patrol Division

The Patrol Division Commander is responsible for the **management and direction of** activities directly associated with the Patrol Division. The Patrol Division includes the following personnel:

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1. Division Operation Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the Division.
- ~~2.4.~~ A, B, and C Patrol Shifts – These shifts are responsible for the enforcement of laws, the protection of life and property, and the response to calls for service on a twenty-four (24) hour basis.
- ~~3.2.~~ School Resource Officers – These positions are assigned to the Dalton Public School System to keep order and enforce criminal laws on school properties and at school functions.
- ~~4.3.~~ Volunteer Program – These positions provide Officers assistance with non-enforcement administrative, patrol, and support functions.
- ~~5.4.~~ Safety Code Enforcement Unit – These positions are responsible for the identification, documentation, and enforcement of municipal and international code violations.
- ~~6.5.~~ Traffic Enforcement Unit – These positions are assigned to identify, target, and prevent unsafe driving behaviors through a combination of enforcement and education activities. Members of this unit are responsible for investigating serious-injury and fatal vehicle crashes.
- ~~7.6.~~ ~~Park Police Unit – These positions are assigned to the parks and recreation system to keep order and enforce criminal laws on Dalton Parks and Recreation properties.~~
Community Relations Unit – These positions are assigned to organize and participate with various events, programs, and groups to build stronger relationships with members of the community.

C. Criminal Investigations Division

The Criminal Investigations Division Commander is responsible for the management and direction of activities directly associated with the Criminal Investigations Division. The Criminal Investigations Division includes the following personnel:

1. Division Operation Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the Division.
- ~~2.4.~~ General Case Investigators – These positions are responsible for conducting follow-up criminal investigations.
- ~~3.2.~~ Safe Streets Task Force Investigators – These positions are responsible for working with other agencies on an FBI-led task force to investigate gang-related criminal activity.

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- 4.3. Polygraph Investigator – This position is responsible for conducting polygraph examinations for the ~~Agency~~ Department.
- 5.4. Drug Enforcement Unit – This unit is responsible for conducting drug and vice investigations.
- 6.5. Crime Scene Investigator – This position is responsible for processing and documenting crime scenes and collecting and analyzing evidence.
- 7.6. Intelligence Analyst – This position is responsible for reviewing, analyzing, and interpreting data from sources, such as incident reports, field interviews, traffic citations, and other open and confidential sources, for the purpose of developing actionable intelligence for use in strategic and tactical operations. On a regular basis, the person in this position conducts and provides support to active criminal investigations and provides various statistical and crime analysis reports and information to members of the ~~Agency~~ Department.

D. Support Services

The Support Services Division Commander is responsible for the management and direction of activities directly associated with the Support Services Division. The Support Services Division includes the following personnel:

- 1. Division Operations Supervisor – This position is responsible for the planning, direction, coordination, and evaluation of the operational activities of the Division. This position is also responsible for the recruiting activities of the Department.
- 2.4. Training Coordinator – This position is responsible for coordinating, implementing, and evaluating the training needs of the Department.
- 3.2. Records Section – This section is responsible for performing clerical tasks, computer data entry, processing reports and forms, disseminating information, processing citations, answering inquiries, file maintenance, and other related duties.
- 4.3. Property and Evidence Section – This section is responsible for receiving, maintaining, and disposing of evidence, found property, and recovered property.
- 5.4. Custodian – This position is responsible for various light maintenance and custodial tasks at the Department.
- ~~5. Recruitment / Community Involvement Officer – This position is responsible for coordinating, implementing, and evaluating the community involvement programs of the Department. In addition, this position is responsible for coordinating and administering the recruitment processes.~~

XI. Direction

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- A. During the temporary absence of the Chief of Police, the order of precedence of command authority shall be:
 - 1. Assistant Chief of Police
 - 2. Commander of the Patrol Division
 - 3. Commander of the Criminal Investigations Division
 - 4. Commander of the Support Services Division
 - 5. Commander of the Administration Division
- B. To achieve effective direction, coordination, and control, Supervisors must be held accountable for the performance or nonperformance of employees under their immediate supervision.
- C. Employees shall promptly obey any lawful order of a superior, including orders relayed from a superior rank by an employee of the same or lesser rank.
- D. When an employee receives a conflicting order, the employee shall respectfully notify the superior Officer issuing the order that he / she has received a conflicting order. If the superior Officer issuing the order does not alter or retract his / her order, his / her order shall stand. The employee shall not be required to notify the superior Officer of conflicting orders during emergency situations.
- E. Employees shall not obey any order which they know, or should know, requires them to commit an illegal act.
- F. The Department ~~will~~ shall hold staff meetings at all levels. Assessing the need for staff meetings may be based on:
 - 1. The need for training, briefings, evaluations of operational progress, and problem solving
 - 2. A routine basis for progress reports, directing staff, and personnel work assignments
 - 3. A response to a particular task that may require the formation of a committee or task force
 - 4. The need to provide liaison with other Department components for the purpose of enhancing program coordination

This policy supersedes any previous policies issued.

BY ORDER OF

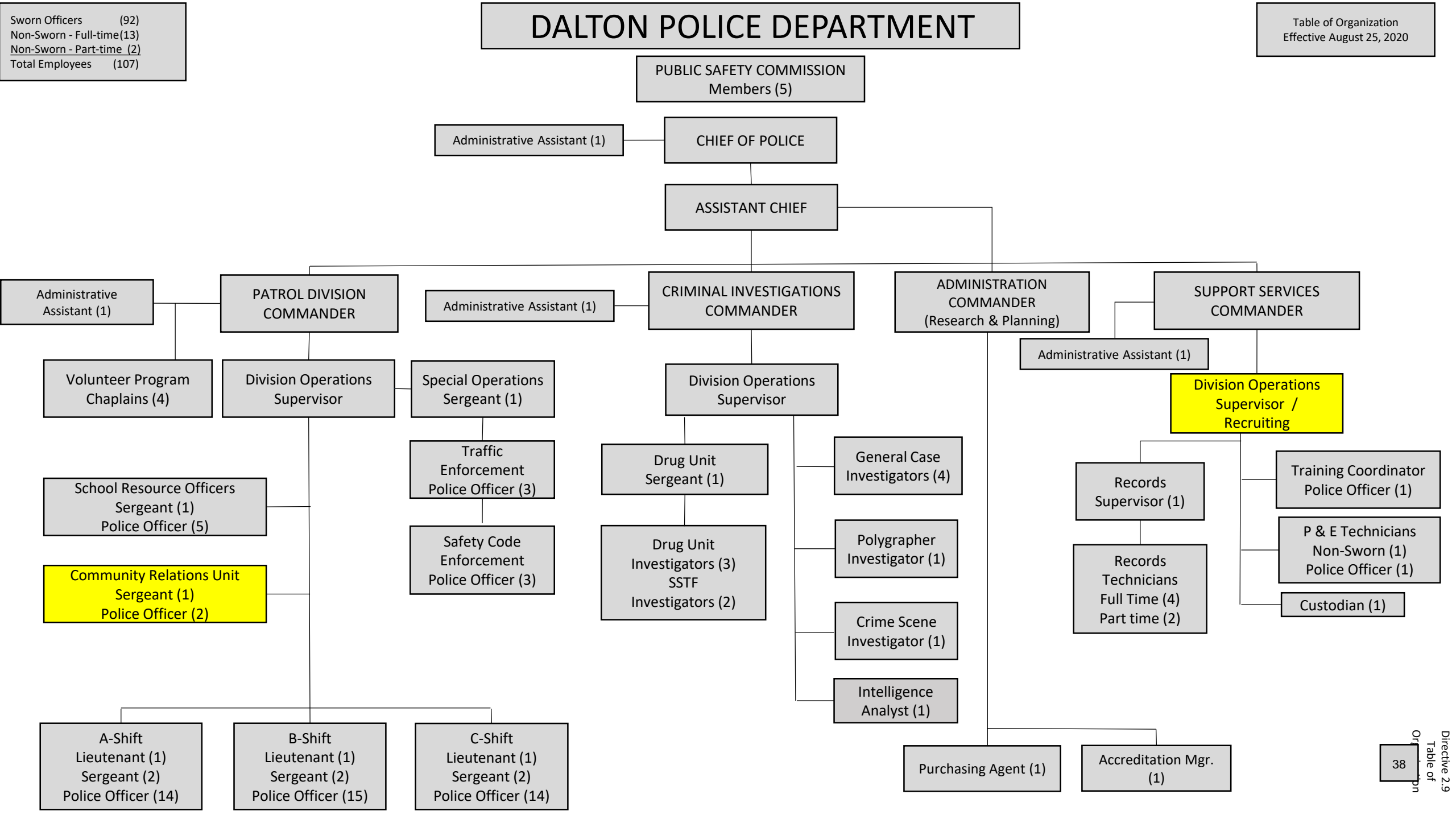
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CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

		Effective Date August 1, 1998	Number GO88-2.11
Subject Training			
Reference CALEA Standards – 1.1.2, 33.1.1 – 33.1.7, 33.2.3, 33.2.4, 33.4.1, 33.4.3, 33.5.1, 33.5.2, 33.5.4, 33.6.1, 33.7.1, 33.7.2, 84.1.4		Revised July 23, 2019 August 25, 2020	
Distribution All Personnel	Re-evaluation Date July 2021 August 2022		No. Pages 14

I. Policy

It is the policy of the Dalton Police Department to plan, develop, and implement training programs to prepare its employees to act decisively and professionally in a broad spectrum of situations.

II. Organization and Administration of Training

A. The ~~Dalton Police~~ Department's training goals include, but are not limited to, the following:

1. Provide job-related training for all ~~Department~~ members
2. Foster and improve unity of purpose and cooperation among all ~~Department~~ members through an ongoing training process
3. Train employees to be better prepared to act decisively and correctly in a wide spectrum of circumstances
4. Provide training for specialization, promotional opportunity, and general safety for Department circumstances
5. Provide training to meet the requirements mandated by state, federal, and municipal laws for full-time Officers
6. Provide training necessary to meet the Department's mission
7. Evaluate training programs in order to provide a basis to develop and select those programs that best serve the Department and the community

B. The Support Services Division Commander shall be responsible for the administration of the Department's training function. The Department shall have a full-time position titled "Training Coordinator". The Training Coordinator shall be responsible for the development and coordination of the Department's training programs for both sworn and non-sworn employees. Special group and individual

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training requirements shall be identified by Supervisors and Command Staff and be forwarded to the Training Coordinator for appropriate assignment.

- C. The specific duties of the Training Coordinator shall be:
1. Planning and developing training programs
 2. Identifying and notifying personnel of both required and available training
 3. Maintaining training records
 4. Ensuring that required training programs are attended
 5. Implementing training programs
 6. Coordinating instructors to teach training classes
 7. Evaluating training programs
 8. Coordinating training programs
- D. The Training Coordinator shall integrate various sources of information to provide an accurate measure of training needs.
- E. The attendance of ~~Department~~ personnel at Department-authorized or sponsored training shall be mandatory and consistent with the following guidelines:
1. Attendance ~~will~~ shall be documented by instructors of all ~~Agency-~~ ~~Department-~~sponsored training and training provided by outside vendors.
 2. Participants shall be excused to attend court. In those instances where a court appearance extends to such a period of time that pertinent information in class cannot be made up, the student ~~will~~ shall return to duty and report the incompleteness to the Training Coordinator and to his / her Supervisor. The Training Coordinator ~~will~~ shall schedule a make-up class as soon as practical.
 3. Unexcused absences from training programs shall be treated in the same manner as if the employee had an unexcused absence from work.
 4. Employees ~~will~~ shall receive originals of completion certificates, unless those certificates or licenses are needed by the Training Coordinator for subpoena or inspection purposes. In cases where originals cannot be provided, photocopies shall be tendered to the employee.
 5. Exceptions for attendance at authorized training courses may be granted by a Command Staff member or the Training Coordinator for good cause.
 6. Absences, whether excused or unexcused, shall be reviewed by the Training Coordinator to ensure that the employee's work schedule is

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recorded accurately and his / her training attendance requirements are fully met.

- F. Reimbursement ~~will~~ shall be made to each employee for approved expenses incurred while attending a Departmentally-required training program. Reimbursement ~~will~~ shall be given in the following manner:
1. If the Department requires the employee to drive his / her personal vehicle, he / she will be paid mileage at the rate consistent with that recognized by the Internal Revenue Service. If two (2) employees attend the same training, mileage will only be paid for one (1) vehicle. If three (3) or more employees attend the same training, mileage may be paid for more than one vehicle, subject to the approval of a Division Commander or his / her designee.
 2. Employees ~~will~~ shall be given the U.S General Services Administration (GSA) rate, or a rate established by the Chief of Police, for meals, if out-of-town training is eight (8) hours or more in length.
 3. The Department ~~will~~ shall provide reimbursement or advance payment for lodging expenses if the training is over eight (8) hours in length and travel to the training requires overnight accommodation.
 4. If there is a cost for books and / or materials, the employee ~~will~~ shall receive reimbursement or advance payment.
- G. Reimbursement for the above ~~will~~ shall only be provided under the following guidelines:
1. The training course is required by the Department or the employee attending the training received prior approval before attending the training.
 2. The employee must provide a certificate showing completion of training and complete a City of Dalton travel expense form.
 3. For training classes held in Georgia or out of state, the per-diem rate will be paid at the rate suggested by the GSA for the training location, less the incidental expense of \$5. The first and last day of travel will be paid at the rate of 75% for classes over 150 miles away and 50% for classes less than 150 miles away. When submitting a reimbursement form, include a printout of the GSA rate and M&IE breakdown for the location.
 4. When considering reimbursement for classes outside GA that include some meals as part of the registration fee, use the M&IE breakdown on the GSA website to deduct the recommended amount for the appropriate meal (<https://www.gsa.gov/portal/content/104877>). Receipts ~~will~~ are not ~~be~~ required for requesting reimbursement. Reimbursement for ~~DPD~~ Recruits attending the Basic Law Enforcement Training Course ~~will~~ shall continue ~~to~~ be reimbursed at \$30 per day.

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- H. Training programs ~~will~~ shall have specific training objectives. The performance objectives should encompass the following criteria:
1. Focus on the elements of the job task analysis for which formal training is needed
 2. Provide clear statements of what is to be learned
 3. Provide a basis for evaluating the classroom participants and the training program
 4. Provide a basis for evaluating the classroom effectiveness and the training program
- I. Lesson Plans
1. All training courses require lesson plans. Instructors shall ensure that courses are adequately taught from lesson plan outlines. Lesson plan outlines ~~should~~ shall include the following:
 - a. Name or title of the course
 - b. Statements of performance and job-related objectives, such as skills that should be demonstrated and knowledge to be acquired
 - c. Content of the training and specification of the appropriate instructional techniques, including discussions, lectures, audio / visual, field experience, case study, role playing, problem investigation / inquiry, etc.
 - d. ~~Guidelines and format of lesson plan development, including type of presentation, such as lecture, discussion, panel, or seminar format~~ List of resources used in the development of the curriculum, such as legal findings, academic journals, literary works, or other similar documents
 - e. List of resources required in the delivery of the program
 - f. Identification of and plans for the testing and / or evaluation of the course participants
 - g.e- Conclusion and summary
 2. All lesson plans shall be forwarded to the Training Coordinator. He / she shall be responsible for the review and approval of lesson plans. The Training Coordinator shall ensure that lesson plan guidelines are followed and consistent with staff requirements and Department policies.

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3. If the Training Coordinator compiles a lesson plan, it shall be forwarded to the Support Services Division Commander or his / her designee for review and approval.
4. The Training Coordinator shall review all lesson plans and related records annually to determine the accuracy and relevance of the material to be covered. The Training Coordinator shall maintain a documented retention schedule for all lesson plans and related records.

J. Testing

1. Competency-based testing, designed to measure a participant's knowledge or abilities to apply job-related skills, shall be used in training programs.
2. Unless otherwise approved, the minimum passing grade on any training program test shall be seventy (70) percent.
3. Test questions may be written as true / false, multiple choice, short answer, essay, matching, or any other approved format. Questions shall be based on the instruction presented, have validity, and be job-task related.
4. Pass / fail grading may be used for certain performance tests in less-structured, informal training situations.
5. If an employee fails any training, the employee ~~will~~ shall notify the Training Coordinator in writing, as soon as possible. The Training Coordinator ~~will~~ shall forward the notification to the employee's Division Commander. ~~Any training that an employee fails may result in disciplinary action.~~ The failure of any training may result in disciplinary action for the employee.

K. Remedial Training

1. Remedial training shall be defined as personalized training to correct a specific deficiency, which is identified by testing or other evaluation process during training or routine job performance.
2. Upon the recommendation of a member's immediate Supervisor, supplemental or remedial training may be scheduled for members who:
 - a. Consistently demonstrate lack of skills, knowledge, or abilities in job performance based on evaluation reports and / or first-hand observation by Supervisors
 - b. Have received disciplinary action(s) that may be corrected through supplemental or remedial training
3. The type of remedial training and the timeframes under which it is provided shall be documented in Guardian Tracking.

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- 4.3- The consequences of participation or nonparticipation in remedial training by employees that have been identified as needing remedial training ~~will~~ shall be discussed with the employee and documented in Guardian Tracking.
- 5.4- If failure to meet standards still persists, then a determination ~~will~~ shall be made in conjunction with the instructor(s), remedial instructor(s), immediate Supervisor, Division Commander, and Training Coordinator as to the issue of incompetence, and recommendations ~~will~~ shall be made to the Chief of Police.

L. Training Records

1. Training records of all sworn personnel and non-sworn personnel ~~will~~ shall be maintained by the Training Section and ~~will~~ shall be updated following their participation in any training programs. The information to be maintained shall include, but is not limited to:
 - a. Date(s) of training
 - b. Type of training
 - c. Certificates received
2. No training record ~~will~~ shall be released to anyone, other than to the employee himself / herself or his / her Supervisor, without written consent or approval of the employee or the Chief of Police.
3. The person requesting training records ~~must~~ shall sign the request and also state the person, company, or agency requesting the records. A copy of the request ~~will~~ shall be kept on file by the ~~Dalton Police~~ Department.
4. The Training Coordinator shall be responsible for maintaining records of each training class conducted by the Department, to include the following:
 - a. Course content – The Training Coordinator ~~will~~ shall keep on file a ~~copy of each~~ lesson plan for each training class conducted by the Department.
 - b. Record of attendees – The Training Coordinator ~~will~~ shall maintain a record of all people that attend a training class.
 - c. Performance – The Training Coordinator ~~will~~ shall maintain a record of performance of individual attendees, as measured by test(s), if administered. If a test is administered by an authorized training facility, the Department has the right to obtain a copy of the employee's training performance at the request of the Department.

M. Training Weapons

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The Department's Property and Evidence Technician(s) (PET) is responsible for the security and accountability for all equipment used in the training function.

1. All weapons utilized for training purposes shall be stored in the Property and Evidence Section when not in use.
2. Any instructor, ~~or training Officer~~ Field Training Officer, or other personnel that will be using training weapons shall be responsible for signing the weapons out of the Property and Evidence Section and ensuring they are returned when no longer needed.
3. The PET shall ensure all weapons are returned and shall maintain an inventory of weapons stored in the Property and Evidence Section.

III. **Sworn Employee Orientation / Training**

- A. Orientation training is conducted upon the start of a new sworn employee and ~~This phase of the training program~~ is designed to provide a comprehensive introduction to the Department. Orientation ~~will~~ shall consist of, but not be limited to, a review of the uniform and equipment, firearms instruction and qualification, and an explanation of the use of force in response to resistance.
- B. Recruit Officers ~~will~~ shall receive information regarding:
 1. The ~~Agency's~~ Department's role, purpose, goals, policies, and procedures
 2. Working conditions, rules, and regulations
 3. Responsibilities and rights of employees
 4. City of Dalton Employee Handbook
 5. Department policy manual
 6. Appropriate equipment, i.e., uniform, badge, identification card, firearm, less lethal weapons
- C. Basic Law Enforcement Training Course (BLETC)
 1. Unless already a Certified Peace Officer in the State of Georgia, the Recruit shall ~~will~~ be assigned to attend a BLETC at an academy certified by the Georgia Peace Officer Standards and Training Council (P.O.S.T.). The Recruit shall complete the basic training course prior to assignment in any capacity in which he / she is allowed to carry a weapon or is in a position to make an arrest.
 2. The legal basis for participation in the academy is found in O.C.G.A. 35-8-9, which requires completion of the BLETC prior to service as a Peace Officer. The P.O.S.T. Council is vested with the power to establish and modify the curriculum for the BLETC.

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3. The relationship between the ~~Agency~~ Department and the academy is the responsibility of the Support Services Division Commander or his / her designee. This liaison provides a means of determining participant progress. While attending basic training, Recruit Officers ~~will~~ shall follow the rules and regulations established by the ~~Dalton Police~~ Department, the Georgia P.O.S.T. Council, and the academy. Should a problem arise with a Recruit Officer, an academy staff member shall notify the ~~Department's~~ Training Coordinator.
4. The Department may provide resources, such as instructors and facilities, upon request from the academy. The decision to provide resources may be governed by manpower needs of the Department, as well as cost effectiveness.
5. There are no financial obligations between the Department and any P.O.S.T. certified training academy providing BLETC training.

D. Mini-Academy Training

1. After successfully completing basic law enforcement training, the Recruit ~~will begin~~ becomes a Trainee in the Department's Field Training Officer Program. A Recruit that is already a Georgia certified peace officer enters Mini-Academy after orientation has been completed.
2. The Mini-Academy is designed to give ~~him / her~~ the Trainee a working knowledge of certain basic elements of patrol work prior to being assigned to an FTO for field training. ~~the Patrol Division's Police Training Officer Program.~~
3. Mini-Academy training ~~will~~ shall consist of, but not be limited to, forms and reports, policies and procedures, rules and regulations, de-escalation techniques, building searches, domestic disputes, vehicle pullovers, high-speed pursuits, non-lethal weapons, and use of force.

E. ~~Police~~ Field Training Officer (~~PTO~~ FTO) Program

After successfully completing the Mini-Academy, the ~~recruit will~~ Trainee shall begin field training. ~~the Department's PTO Program.~~ During the FTO Program, Officers ~~will~~ shall receive additional training on policies, procedures, rules and regulations, and other components, as outlined in policy GO05-2.26, ~~Police~~ Field Training Officer and Mentoring Programs.

IV. **Sworn Employee In-Service, Roll Call, and Advanced Training**

- A. Sworn employees ~~will~~ shall be required to ~~attend~~ complete in-service training sessions on an annual basis. The purpose of these training sessions is to provide Officers with supplemental training on advances, changes, and improvements in the law enforcement profession. These training sessions are to be structured in

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such a way as to motivate Officers and further the professional development of the Department. In-service training session topics shall include, but not be limited to:

1. Vehicle pursuits
 2. Criminal law / Criminal procedure updates
 3. Ethics
 4. Drug-free workplace / Employee Assistance Program
 5. Elder abuse
 6. Juvenile justice
 7. Biased policing Based Profiling / Cultural diversity
 8. Law enforcement liability
- B. All sworn ~~Officers~~ employees shall receive training annually on the critical tasks that produce an increased amount of liability for ~~the~~ Officers and the Department. These tasks include:
1. Property / Evidence
 2. Search and seizure / Arrest
 3. Care, custody, control / Restraint of prisoners
 4. Domestic violence
 5. Off-duty action / Conduct
 6. Sexual harassment / Sexual discrimination
 7. Selection / Hiring
 8. Citizen complaints / Internal affairs
 9. Special operations
 10. ~~Dealing with the Mentally Ill or Persons with Diminished Capacity~~
Responding to developmental disabilities and mental health disorders
 11. Homeland security / Criminal intelligence
- C. In addition to the annual in-service training sessions, all sworn members shall meet the annual weapons qualification requirements, including the qualifications for primary weapons and secondary weapons.

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- D. At least annually, all sworn ~~Officers~~ members shall ~~will~~ receive training on the constitutional and legal limitations on the use of deadly force, the ~~Agency's~~ Department's policies regarding the use of deadly force, and the ~~Agency's~~ Department's policies regarding the use of force in response to resistance.
- E. Any sworn personnel who fail to maintain the annual training requirements required by Georgia law and / or the Department shall be removed from law enforcement duties.
- F. On a biennial basis, sworn employees shall complete GCIC / Security and Awareness Training and maintain their GCIC CJIS Network Operator certification.
- G. Roll Call Training
 - 1. Shift Supervisors are responsible for seeing that Roll Call is used for training purposes, as needed.
 - 2. The goal of Roll Call training is to provide an effective means of updating skills, knowledge, and abilities between formal training sessions.
 - 3. Roll Call training may include, but is not limited to, the following topics: Department policies and procedures, critique of major events, and new legislation.
 - 4. Roll Call training is especially adaptable for short, informative programs of a general nature. Brief lecture-discussion sessions, online videos, DVDs, and other forms of media are effective in the Roll Call setting.
- H. Advanced Training
 - 1. Advanced training is that training designed to improve the professional competence of Officers who have been promoted or who have demonstrated leadership capabilities.
 - 2. Advanced training specifically refers to the training provided in the following schools and courses:
 - a. Northwestern University's School of Police Staff and Command
 - b. Senior Management Institute for Police
 - c. Southern Police Institute's Administrative Officers Course
 - d. FBI National Academy
 - e. Columbus State University's Command College or other similar accredited college programs
 - f. Any equivalent training

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3. The Chief of Police shall have final determination as to who is to attend advanced training courses. The selection ~~will~~ shall be based on considerations such as Department needs, career development, succession planning, and sound management practices.
4. Members who have attended advanced training courses shall be assigned to Departmental positions whereby their newly developed skills may be effectively used.
5. Due to the significant investment of resources for some advanced training courses, the Department may require employees to sign a training agreement prior to application or attendance at such training. The agreement ~~will~~ shall include terms requiring continued employment for a specified period after training completion, pro-rata reimbursement of costs to the Department, and other details specific to the training.

V. **Specialized Training**

- A. Certain specialty job assignments require certification training by law. Other specialty job assignments require additional training, according to the dictates of sound management practices. The Department recognizes this fact and endeavors to meet all specialized training requirements.
- B. Specialized training provided to personnel includes the following:
 1. Development and / or enhancement of the skills, knowledge, and abilities particular to the assignment or specialization
 2. Management, administration, supervision, personnel policies, and support services of the function or component
 3. Performance standards of the function or component
 4. ~~Agency~~ Department policies, procedures, rules, and regulations specifically related to the function or component
 5. Supervised on-the-job training, if applicable to the position
- C. The Chief of Police or his / her designee can substitute training requirements for each position as needed to meet operational needs. Currently, the following assignments warrant specialty training:
 1. Traffic Enforcement Officer: As soon as possible, following appointment to the position, the Officer ~~will~~ shall receive training on traffic accident investigations, traffic accident reconstruction, DUI enforcement, standardized field sobriety, and ~~radar and~~ laser certification.
 2. School Resource Officer: As soon as possible, following appointment to the position, the Officer ~~will~~ shall receive School Resource Officer training.

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3. Investigator: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive Homicide Investigations and Interviews and Interrogations training.
4. Drug Enforcement Unit: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive Basic Narcotics Investigation training.
5. Safe Streets Task Force: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive Gang Investigations training.
6. Polygrapher: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ receive training from a school accredited by the American Polygraph Association.
7. Crime Scene Investigator: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ attend the ten (10) week training program provided by the National Forensic Academy or equivalent training.
8. Forensic Computer Examiner: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator ~~will~~ shall attend the Digital Evidence Acquisition Specialist Training Program and Seized Computer Evidence Recovery Specialist course offered at the Federal Law Enforcement Training Center or equivalent training.
9. Accreditation Manager: As soon as possible, but within one (1) year of appointment to the position, the employee ~~will~~ shall receive specialized accreditation manager training from the Commission on Accreditation for Law Enforcement Agencies and The Georgia Association of Chiefs of Police.
10. Training ~~Officer~~ Coordinator: As soon as possible, ~~Prior to following~~ appointment to the position, the Officer ~~must~~ shall obtain their P.O.S.T. General Instructor Certification. Additional blocks of instruction may include, but are not limited to, Defensive Tactics Instructor, Taser Instructor, Emergency Medical Instructor, Firearms Instructor, and the Department Training ~~Officer~~ Coordinator course. As ~~needed~~ required, the Officer shall attend any ~~Taser Instructor~~ recertification classes ~~needed~~ to maintain his / her ~~Taser~~ instructor certifications.
11. Property and Evidence Technician (PET): As soon as possible, following appointment to the position, the ~~technician~~ PET shall ~~will~~ receive property room management and training from the International Association of Property and Evidence.
12. Terminal Agency Coordinator (TAC): As soon as possible, following appointment to the position, the employee ~~will~~ shall attend the Terminal Operator course and the ~~Terminal Agency Coordinator~~ TAC course. As

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~~needed~~ required, the employee shall attend ~~Terminal Agency Coordinator~~ TAC recertification classes to maintain his / her certification.

13. ~~Police~~ Field Training Officer: As soon as possible, following appointment to the position, the Officer ~~will~~ shall attend a ~~certified Police Training Officer~~ FTO course. As ~~needed~~ required by policy, the Officer shall attend ~~Police Training Officer~~ FTO in-service training.
14. Intelligence Analyst: As soon as possible, following appointment to the position, the ~~Officer~~ Investigator shall ~~will~~ attend an analyst training course provided by the State of Georgia. As ~~needed~~ required, the ~~Officer~~ Investigator shall attend analysis training and / or recertification training.

VI. ~~Civilian~~ Non-Sworn Employee Orientation / Training

- A. The Support Services Division Commander or his / her designee shall oversee initial orientation training for all newly appointed ~~civilian~~ non-sworn personnel. ~~Civilian~~ Non-sworn personnel ~~will~~ shall receive information regarding:
 1. The ~~Agency's~~ Department's role, purpose, goals, policies, and procedures
 2. Working conditions and regulations
 3. Responsibilities and rights of employees
- B. Training provided to ~~civilian~~ non-sworn personnel shall include on-the-job training and equipment familiarization given by qualified personnel.
- C. ~~Civilian~~ Non-sworn personnel ~~will~~ shall be assigned to complete biennial training on GCIC / Security and Awareness.
- D. ~~Civilian~~ Non-sworn employees ~~will~~ shall be required to ~~attend complete~~ annual in-service training sessions, covering the following areas:
 1. Drug-free workplace / Employee Assistance Program
 2. Ethics
 3. Domestic violence
 4. Off-duty conduct
 5. Sexual harassment / Sexual discrimination
 6. Citizen complaints / Internal affairs
 7. ~~Dealing with the Mentally Ill or Persons with Diminished Capacity~~ Responding to developmental disabilities and mental health disorders
 8. Homeland security / Criminal intelligence

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- E. ~~Civilian~~ Non-sworn employees may receive additional training designed to update their skills or to coincide with their current job assignment.

VII. **Accreditation Training**

- A. It is important that all employees are familiar with the accreditation process and what it entails. Familiarizing employees with the accreditation process will provide a historical prospective and emphasis on the importance of accreditation to the Department. This familiarization training may be achieved by such means as classroom instruction, newsletter, memo, video, etc.
- B. Accreditation training ~~will~~ shall be conducted during orientation for all new employees.
- C. All ~~Department~~ employees shall receive accreditation training during the self-assessment phase of accreditation. ~~and again just prior to the on-site assessment.~~

VIII. **Training Committee**

- A. The Training Committee is designed to assist in developing and evaluating training needs. The committee shall be composed of the Training Coordinator, the Support Services Division Operations Supervisor, and other members appointed by the Chief of Police.
- B. The Training Committee shall meet annually to develop beneficial training ideas for the Department and shall report to the Training Coordinator.
- C. The responsibilities of the Training Committee to the training function are as follows:
 - 1. Identify issues or problems related to training and recommend solutions.
 - 2. Make recommendations on programs that will enhance education and training opportunities.
 - 3. Promote participation in training and career development.
- D. Training Committee members ~~will~~ shall serve a one year term, excluding the Training Coordinator and Support Services Division Operations Supervisor who ~~will~~ serve as permanent members. If at any time during the year a Training Committee member must be replaced, the new member ~~will~~ shall be selected by the Chief of Police.
- E. The Training Committee ~~will~~ shall submit all reports and training recommendations to the Chief of Police for review and approval.

This policy supersedes any previous policies issued.

RESTRICTED LAW ENFORCEMENT DATA

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BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date April 24, 2001	Number GO01-2.25
Subject Bias-based Profiling Biased Policing			
Reference CALEA Standard – 1.2.9		Revised December 17, 2019 August 25, 2020	
Distribution All Personnel	Re-evaluation Date December 2021 August 2022		No. Pages 2

I. Policy

It is the policy of the Dalton Police Department to ensure that ~~illegal profiling~~ **biased-based policing** or discrimination is not practiced by any member of the Department. This type of ~~profiling bias~~ or discrimination is legally, morally, and ethically wrong. All members of the Department shall treat all citizens in an equitable, fair, and legal manner during all contacts.

II. Definition

~~Bias-based Profiling – Any law enforcement activity initiated solely on a common trait of a group. This includes, but is not limited to, race, ethnic background, gender, sexual orientation, religion, economic status, age, cultural group, or any other identifiable group.~~
Biased Policing – The application of police authority based on a common trait of a group. This includes, but is not limited to, race, ethnicity, national origin, religion, age, gender, gender identity / expression, sexual orientation, immigration status, disability, housing status, occupation, or language fluency.

III. Procedure

- A. Officers shall not engage in ~~bias-based profiling~~ **biased policing** or any type of illegal discrimination practice during citizen encounters, including, but not limited to:
 1. Traffic contacts
 2. Field contacts
 3. **Searches**
 - ~~4.3.~~ Asset seizure and forfeiture efforts
- B. Officers may consider traits that are commonly shared within a group when making a citizen contact only when they possess reliable information that is likely to lead to the detection of an individual who is suspected of a specific crime **or a pattern of incidents in a particular area.**

RESTRICTED LAW ENFORCEMENT DATA

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- C. Officers that participate in ~~bias-based profiling~~ biased policing or discrimination practices are subject to disciplinary action up to and including ~~dismissal~~ termination. All corrective measures shall be handled in accordance with policy GO88-2.14, Rules of Conduct. Officers who participate in these types of activities may also face civil and criminal liability. ~~Bias-based profiling~~ Biased policing ~~or and any form of~~ discrimination cannot and ~~will~~ shall not be tolerated.
- D. The Department shall provide initial training and annual training on ~~bias-based profiling~~ biased policing and discrimination practices, including the legal aspects, to all sworn employees.
- E. The Support Services Division Commander shall complete a documented annual administrative review of ~~Agency~~ Department practices, ~~and~~ including citizen concerns and any corrective measures taken in regards to ~~bias-based profiling~~ biased policing, and submit his / her findings to the Chief of Police.

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO92-3.2
Subject Career Development Program			
Reference CALEA Standards – 15.1.4, 33.8.1, 33.8.3, 33.8.4		Revised November 26, 2019–August 25, 2020	
Distribution All Personnel	Re-evaluation Date November 2021 August 2022		No. Pages 9

I. Policy

It is the policy of the Dalton Police Department to improve the skills, knowledge, and abilities of all personnel within the **Agency Department**; therefore, it is the policy of the **Dalton Police** Department to provide, to the degree possible, counseling, training, and educational opportunities. The Department shall provide professional development opportunities and assistance to members that are choosing, preparing for, entering, and progressing in **Agency** job assignments and job specialties, as well as individual professional growth opportunities that will promote effective job performance, enhance overall personal job satisfaction, and benefit both the **Agency Department** and the employee.

II. Definitions

- A. **Civilian Non-sworn Employee** – Any employee who is not a certified police officer with powers of arrest.
- B. **Administrative Specialist** – Includes **non-sworn employees in the following positions**: Records Technician, Property and Evidence Technician, **Secretarial** Administrative Assistant **positions**, Purchasing Agent, and Accreditation Manager.

III. Procedures

- A. This Department bases its Career Development Program on career counseling, training, **and** educational opportunities, **and succession planning**.
- B. Career counseling provides guidance for employees that are choosing and preparing to advance within the organization or progressing in their current job assignment. Career counseling also serves to identify the following:
 - 1. The skills, knowledge, and abilities of each employee in relation to present and future job assignments
 - 2. Preparation for the job assignment prerequisites and completion of requirements prior to any new job assignment or promotion

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3. Training needed to meet the prerequisite job requirements and to fulfill the employee's and the Department's skill, knowledge, and ability needs
 4. The provision of advanced-level instruction for specialized assignments to enhance the employee's overall potential for upward mobility and job satisfaction
- C. In addition to career counseling and training, the Department shall encourage and favorably consider an employee's efforts to continue his / her formal education by providing assistance with adjusting work schedules and related responsibilities, when possible.
 - D. Employees who receive a broad general education have a better opportunity to understand the community and society in which law enforcement operates, to communicate more effectively with citizens, to employ new ideas and concepts in their job assignments, and to successfully achieve personal and Department goals.

IV. **Organization**

- A. All Department Supervisors, Managers, and executive staff members shall be the appointed career counselors for their subordinate personnel and shall receive training on conducting career counseling activities.
- B. The Training Coordinator, along with career counselors, shall coordinate the efforts of all employees to see that every training and prerequisite requirement is obtainable for long-term personal goals.

V. **Career Development Program**

- A. Career development options shall be clearly defined and be evident to all employees from the first day of employment with the Department.
- B. Employees shall, both early and later on in their careers, know what prerequisite requirements are needed to achieve personal goals and objectives, to increase skills, knowledge, and ability, to obtain desired job satisfaction, and to obtain job assignments and / or promotions.
- C. Self-development is not mandatory, but this Department shall provide equal opportunities for self-development to all employees who seek and strive to advance in their professional careers.
- D. All employees are eligible for advancement if they meet the prerequisite requirements prior to the advancement, have no disciplinary action within the past twenty-four (24) months, and meet performance standards established for their regular duty assignments.
- E. The Career Development Program has structured opportunities in which employees may improve their skills within their current assignments, prepare for other assignments, or become eligible for promotion.

RESTRICTED LAW ENFORCEMENT DATA

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- F. Requirements for each position must be met before an employee is eligible to be selected for that position. Candidates seeking promotion who have met or will meet minimum qualifications within 12 months of the issue date of the memorandum requesting applications for a promotion process, as verified by their Division Commander, may participate in the promotion process
- G. The employee must maintain the current performance requirements of the position currently held.

VI. **Position Requirements**

A. Recruit

Entry level for all Police Officers who have not completed the police academy and / or the **Department's Police Field** Training Officer Program.

B. Probationary Police Officers and Other Employees

This level is for all new employees, including police academy cadets or newly promoted or assigned personnel, for a period of a minimum of twelve (12) months.

C. Police Officer

1. Successful completion of the required probationary period as a probationary Police Officer.
2. Successful completion of the Georgia Basic Law Enforcement Training Course.
3. Successful completion of the Georgia Crime Information Center Full Terminal Operator Course.
4. Maintain a minimum of forty (40) hours of advanced training annually.

D. Police Officer First Class

1. Police Officer requirements and six (6) years of full-time law enforcement experience, four (4) of which must be with the Dalton Police Department
2. Intermediate and Advanced P.O.S.T. Certifications
3. Eighty (80) hours of Department-approved advanced training (see Appendix A)

E. Criminal Investigator

1. Four years of full-time law enforcement experience, three (3) of which must be with the Dalton Police Department
2. Working towards Police Officer First Class requirements

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3. Assignment by the Chief of Police

F. Master Police Officer

1. Police Officer First Class requirements and twelve (12) years of full-time law enforcement experience, ten (10) of which must be with the Dalton Police Department
2. Associate degree from an accredited college or university

G. Sergeant

1. Police Officer First Class requirements
2. Successful completion of P.O.S.T.-approved supervisory training
3. Associate degree from an accredited college or university
4. Successful completion of promotional testing for the rank of Sergeant
5. Recommendation by Chief of Police and confirmation by the Public Safety Commission

H. Lieutenant

1. Three (3) years as a Dalton Police Department Sergeant
2. Successful completion of P.O.S.T.-approved management training, the Georgia Law Enforcement Professional Management Program, or the Georgia Law Enforcement Command College Program
3. Associate degree from an accredited college or university
4. Successful completion of promotional testing for the rank of Lieutenant
5. Recommendation by Chief of Police and confirmation by the Public Safety Commission

I. Captain

1. Three (3) years as a Dalton Police Department Sergeant
2. Successful completion of P.O.S.T.-approved management training, the Georgia Law Enforcement Professional Management Program, or the Georgia Law Enforcement Command College Program
3. Baccalaureate degree from an accredited college or university
4. Recommendation by Chief of Police and confirmation by the Public Safety Commission

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J. Assistant Chief of Police

1. Successful completion of the Georgia Basic Law Enforcement Training Course
2. Baccalaureate degree from an accredited college or university with a master's degree preferred
3. Appointment by the Public Safety Commission

K. Chief of Police

1. Successful completion of the Georgia Basic Law Enforcement Training Course
2. Baccalaureate degree from an accredited college or university with a master's degree preferred
3. Appointment by the Public Safety Commission

L. Administrative Specialist

1. Successful completion of twelve (12) months as a probationary employee
2. Successful completion of the Georgia Crime Information Center Full Terminal Operator Course
3. Successful completion of the GCIC / NCIC Rules / Security and Awareness Course
4. Other training assigned by the Division Commander or selected from Appendix B, as needed

M. ~~Civilian~~ Non-sworn Supervisor

1. Minimum of five (5) years of service with the Department
2. Associate degree from an accredited college or university is preferred but not required
3. Career cumulative total of 200 hours of job-related training approved by the Division Commander and / or selected from Appendix B
4. Successful completion of training, certifications, and re-certifications as assigned by the Division Commander
5. Proficiency in the use of the Department's Records Management System
6. Application for assignment to a vacant position
7. Assignment by the Chief of Police

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VII. **Specialized Assignments**

- A. Anytime there is an anticipated opening for a specialized assignment, a memorandum shall be issued to all personnel listing the type of assignment, the requirements for the assignment, and the process for applying for the assignment.
- B. The Chief of Police or his / her designee shall select the techniques he / she feels is most appropriate to judge the candidate based on the assignment. The following criteria may be considered:
 - 1. Length of service with the Department
 - 2. Special skills, general knowledge, and experience in the area of the assignment
 - 3. Interest and attitude toward their current assignment
 - 4. Level of performance as determined by the review of performance evaluations, discipline records, activity records, and other material deemed appropriate
 - 5. Reviews of comments from the employee's current or former Supervisors
- C. The Assistant Chief of Police shall conduct an annual documented review of each specialized assignment to determine if each assignment should be continued. The review shall consist of:
 - 1. A listing of the ~~Agency's~~ Department's specialized assignments
 - 2. A statement of purpose for each listed assignment
 - 3. The evaluation of the initial problem or condition that required the implementation of the specialized assignment

VIII. **Temporary / Rotating Assignments**

To increase communication between divisions and to gain knowledge of investigative functions of the ~~Agency~~ Department, Patrol Officers are afforded the opportunity to work a temporary assignment in the Criminal Investigations Division. All assignments are contingent upon manpower needs and availability in both divisions.

- A. The temporary assignment is identified as an Investigator position and involves the Officer working closely with other Investigators to gain knowledge of procedures and skills associated with the position.
- B. The duration of the assignment shall be determined by the Officer's District Commander and the CID Division Commander but shall not be for more than a 28-day cycle.

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- C. All Patrol Officers shall be afforded the opportunity to be temporarily assigned to CID. The selection of personnel shall be based on manpower requirements, vacations, training calendars, previous rotation assignments, and any other factor that may affect shift manpower requirements.
- D. All District Commanders may assign Officers to CID based on the established criteria. However, the reduced call volume of 3rd shift allows for more opportunities to make temporary assignments.

IX. Succession Planning

- A. The Department shall conduct succession planning for the development of command and executive leadership.
- B. Succession planning shall consist of identifying future leaders within the Department and providing those individuals with the education, training, mentoring, and support they need to prepare them for critical roles when vacancies occur.
- C. Advanced training opportunities, as outlined in policy GO88-2.11, Training, shall be made available as part of succession planning and as approved by the Chief of Police.
- D. Tasks and projects may be assigned to future leaders as a way to provide experience and mentoring in critical areas, such as planning, budgeting, and managing.

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BY ORDER OF

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Appendix A

The list below contains training that meets the Department's 80-hour requirement to obtain the rank of PFC. Additional training courses may be added or substituted upon being approved by the Chief of Police or his / her designee.

<u>Course Title</u>	<u>Hours</u>
<i>Latent Print Development</i>	24
<i>On-Scene Traffic Accident Investigation Level 1</i>	72
<i>Sexual Assault Investigations</i>	40
<i>Drug Enforcement Investigations</i>	80
<i>Deviant Criminal Behavior</i>	24
<i>Criminal Investigative Analysis</i>	36
<i>Family Violence First Responder</i>	24
<i>Family Violence Investigations</i>	40
<i>Crime Analysis</i>	36
<i>Child Victim Investigation Fundamentals</i>	24
<i>Criminal Investigation Fundamentals</i>	40
<i>Evidence Presentation</i>	16
<i>Financial Investigation Fundamentals</i>	24
<i>Fingerprint Classification</i>	40
<i>Gang Recognition and Identification</i>	24
<i>Gang Investigator Course</i> <i>Investigation and Prosecution</i>	40
<i>Homicide Investigations</i>	40
<i>Introduction to Cybercrime Investigations</i>	40
<i>Intelligence Analysis</i>	36
<i>Drug Identification Course</i>	40
<i>Search Warrants & Affidavits: Advanced</i>	24
<i>Search and Seizure for Law Enforcement</i>	40
<i>Bloodstain Pattern Analysis</i>	40
<i>Instructor Training</i>	80
<i>Introduction to Terrorism</i>	16
<i>Advanced Roadside Impaired Driving Enforcement</i>	16

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Appendix B

The following list contains training that meets the Department's guidelines for additional training for ~~civilian~~ non-sworn career paths. Additional training may be substituted as approved by a Division Commander or his / her designee.

GIS Analysis	Server Technology
Cultural Diversity	Productivity Software (ex. Microsoft Office)
Communications/ Interpersonal relations	Network Security
Organization and Planning skills training	Telecommunications
Office / Business writing	Database (introductory concepts)
Customer Service skills	Strategic Management/Policy
Records Management	Computer Software Skills (Word, Excel, Access, Quicken, Munis)
Leadership Principals	Cultural Diversity
Problem Solving/troubleshooting	Office/Business writing
Group & Team Dynamics	GCIC Agency TAC
Business Management	Open Records Law
Business Operations	Customer Service SkillSource (basic)
Crime Analysis / Investigative Analysis	Records Management
Intelligence Analysis	Leadership Principals
Research Methods	Problem Solving
Statistics	Group & Team Dynamics
Data Mining	Physical & Information Resources
SQL Server Administration	Document Production
Web Development	Financial Function
Programming	Supervision
Analytics	Accounting (basic)
Operating System Technology	Translation (Spanish-English)

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DALTON POLICE DEPARTMENT

		Effective Date August 1, 1998	Number GO97-3.8
Subject Drug-free Workplace Policies and Procedures on for Elimination of Substance Abuse Contraband Articles, and Employee Assistance			
Reference O.C.G.A., Title 33, Chapter 9		Revised June 25, 2019 August 25, 2020	
Distribution All Personnel	Re-evaluation Date March 2024 August 2022		No. Pages 22

I. Policy

The City of Dalton and the Dalton Police Department maintain a "Zero Tolerance Policy" toward drug or alcohol use or possession of any prohibited substance, as defined in this policy, which could affect its workplace.

II. Definition

A. "CITY and DEPARTMENT"

1. The term "City" as used in this policy shall mean the City of Dalton, Georgia, its departments, bureaus, authorities, or other management subdivisions, its directors, managers, supervisors, elected and appointed officials, and agents acting in its behalf.
2. The term "Department" means the City of Dalton Police Department, its Chief, superior Officers, Managers, Supervisors and employees, including both sworn Officers and non-sworn officers and civilian employees.

B. "CITY PREMISES"

The term "City premises" as used in this policy includes: all property, facilities, land, platforms, buildings, surfaces, fixtures, installations, parking lots, automobiles, and any other vehicle, whether owned, leased, or used by the City, or its departments, divisions, directors, officers, managers, supervisors, employees, or other agents. This definition also includes locations other than the City's administration buildings or departmental headquarters, police stations, or departmental offices or premises, including all locations where City employees are performing their public job functions, all locations of City-sponsored recreational, social, or educational events, and any place where such a City employee is located while traveling to or from such locations in the course and scope of his / her duties on behalf of the City. This shall include times including when the employee is in the employee's own vehicle if the employee is then using while the vehicle is being used on City business, or whenever the vehicle is parked on City property.

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This definition shall not be interpreted to imply that either the City or ~~its Police~~ the Department assumes or accepts responsibility for any wrongful, tortious, negligent, or criminal acts of any person whom it employs when such persons are not acting pursuant to Department or City instructions in furtherance of the City's business ends on official Department business, nor shall it be interpreted as a waiver of any immunity which the City might have under federal, state, or local laws or ordinances.

C. **"ILLICIT CHEMICAL SUBSTANCE"**

The term "illicit chemical substance" shall mean any measurable amount of: any drugs, controlled substances such as amphetamines, ~~methamphetamines~~, ~~fentanyl~~, cannabinoids, cocaine, phencyclidine (PCP), methadone, methaqualene, opiates, barbiturates, benzodiazepines, propoxyphene, or other drugs, ~~possession of which is~~ made unlawful under federal or state laws, including, ~~but not limited to~~, O.C.G.A. §§16-13-25, 16-13-26, 16-13-27, 16-13-28, 16-13-29 (but the term "illicit chemical substances" shall not include those substances included in O.C.G.A. §§16-13-27.1 or 16-13-29.1), or any metabolite of any such substances, "look-alikes", "designer drugs" having the same or similar psychotropic effects ~~of such drugs~~, unauthorized alcoholic beverages, marijuana, hallucinogens (whether derived from natural or synthetic manufactured sources), unauthorized prescription drugs, or authorized drugs which are not prescribed for a verifiable medical condition and / or used in strict accordance with this policy and with the prescribing physician's instructions, or any other substance that is mood-altering, mind or consciousness affecting, or which is likely to have any affect upon a person's perceptions, sensations, thought processes, self-awareness, emotions, ~~physical coordination~~, or other mental or physiological or psychological reactions or behavior. It also includes urinaid or ~~all any~~ other substances of a similar nature or purpose designed or used to alter a urine specimen or to conceal such illicit chemical substances or their metabolites in an initial screening test.

The term "illicit chemical substance" includes products where the ingestion or use thereof produces evidence of metabolites of delta-9 tetrahydrocannabinol (THC) at levels reportable as "positive" in an initial screening test; but it shall not include where an employee has been prescribed Epidiolex for treatment of epilepsy in accord with current FDA regulations.

This policy shall not include prescription medicines ~~when~~ authorized by a ~~licensed~~ physician for a verifiable medical condition, ~~when such medicines are utilized provided the employee uses such medicines~~ in strict ~~accord~~ compliance with the prescribing physician's instructions and ~~City and~~ Department policies.

Notwithstanding any contrary provision contained in this Policy, this policy shall not prohibit or otherwise apply to those substances which would otherwise be included within the definition of "illicit chemical substance" where an employee lawfully possesses such substances in the line of duty for the sole purposes of law enforcement and administration of justice.

D. **"UNAUTHORIZED ITEMS"**

RESTRICTED LAW ENFORCEMENT DATA

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As used in this policy, the term "unauthorized item" shall refer to: ~~unauthorized firearms, weapons, explosives, ammunition,~~ any stolen property, and any drug paraphernalia such as syringes (other than those needed for ~~a diabetic condition the employee's own medical condition such as diabetes~~) or such other items as included in O.C.G.A. §16-13-1, including but not limited to bongs, cocaine pipes, roach clips, or other items commonly associated with unauthorized drug use, where there are signs that such paraphernalia has been used for drug ingestion in violation of this policy.

Notwithstanding any contrary provision contained in this Policy, this policy shall not prohibit or otherwise apply to those items which would otherwise be included within the definition of "unauthorized items" where an employee lawfully possesses them in the line of duty solely for the purpose of law enforcement and administration of justice.

E. *"PERSON"*

As used in this policy, the term "person" shall refer to: all employees, job candidates, agents, and contractors of the City of Dalton ~~Police Department, or any of its departments or subdivisions,~~ including sworn and non-sworn employees and officers, managers, and supervisors, ~~and civilian employees.~~

This policy shall be applied to all such persons except where otherwise officially authorized by law ~~or another City or Department policy.~~

F. *"ALCOHOL"*

"Alcohol" means ethyl alcohol, hydrated oxide of ethyl or spirits of wine, from whatever source or by whatever process produced.

G. *"CERTIFIED LABORATORY"*

As used in this policy, the term "certified laboratory" shall mean one which is certified either by the National Institute on Drug Abuse ("NIDA"), the United States Department of Health and Human Services ("HHS"), or any other state or federal agency charged with responsibility for regulating or certifying drug testing laboratories. The terms "NIDA" and "HHS" shall be considered interchangeable and synonymous.

~~H.G.~~ *"POSITIVE TEST RESULTS"*

As used in this policy, "positive test results" mean a written report from the ~~NIDA or other HHS-~~certified laboratory of a confirmation test on a particular employee's ~~and / or job candidate's~~ specimen revealing the presence of alcohol, drugs, or other illicit chemical substances or their metabolites within the specimen.

~~I.H.~~ *"CHAIN OF CUSTODY"*

As used in this policy, "chain of custody" means the methodology of tracking specified materials, specimens, or substances for the purpose of maintaining

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control and accountability from initial collection to final disposition for all such materials, specimens, or substances and for providing for accountability at each stage of handling, testing, and storing materials and reporting test results.

J. *"CONFIRMATION TEST"*

As used in this policy, "confirmation test," "confirmed test," or "confirmed substance abuse test" is a second analytical procedure used after an initial screening test to identify the presence of a threshold detection level of a specific drug or metabolite in a specimen. A confirmation test must be different in scientific principal from that of the initial screening test procedure. This confirmation method must be capable of providing requisite specificity, sensitivity, and quantitative accuracy that is at least as accurate as the gas chromatography / mass spectrometry (GC/MS) method.

K. *"INITIAL SCREENING TEST"*

As used in this policy, an "initial test" or "initial screening test" is a sensitive, rapid, and reliable procedure to identify negative and presumptive positive specimens. All initial tests shall use an immunoassay procedure or an equivalent procedure or shall use a more accurate scientifically acceptable method approved by ~~the National Institute on Drug Abuse (NIDA)~~ HHS, as such more accurate technology becomes available in a cost-effective form.

L. *"JOB CANDIDATE"*

As used in this policy, a "job candidate" means a person who has applied for a position with the ~~Department~~ City and who has been offered employment, conditioned upon successfully passing a substance abuse test, and may include such persons who have begun work pending the results of the substance abuse test.

M. *"THRESHOLD DETECTION LEVEL"*

As used in this policy, the "threshold detection level" means the level at which the presence of alcohol, a drug or other illicit chemical substance, or their metabolites, can be reasonably expected to be detected by an initial screening test and a confirmation test performed by a laboratory meeting the standards specified in this policy and in Article 34 of the Official Code of Georgia Annotated. The threshold detection level indicates the level at which a valid conclusion can be drawn that the alcohol, drug or other illicit chemical substance is present in the ~~individual's~~ person's specimen.

N. *"EMPLOYEE"*

As used in this policy, "employee" means any person who works for salary, wages, or other compensation for the City of Dalton ~~Police Department~~.

O. *"EMPLOYEE ASSISTANCE PROGRAM"*

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As used in this policy, "Employee Assistance Program" or "EAP" means a program designed to assist in the identification and resolution of job performance problems associated with employees impaired by personal concerns. The ~~department's~~ Employee Assistance Plan includes a list maintained by the Human Resources ~~Director Office of for the City of Dalton~~ of professionals and organizations providing counseling, consultation, training, and professional, confidential, appropriate, and timely problem assessment services for persons dealing with problems of and related to addiction to alcohol or illegal substances, which shall include short-term problem resolution, referrals for appropriate diagnosis, treatment, and assistance, follow-up and monitoring, employee education, and quality assurance. ~~Nothing in this Policy shall require the City of Dalton or its Police Department to provide or pay for services other than the providing of information about such resources for assessment and counseling of employees concerning their problems relating to substance abuse or other personal problems which impact their jobs.~~

~~P.Q.~~ "EMPLOYER"

As used in the policy, "employer" means the City of Dalton, its Police Department, including its Chief of Police, Division Commanders, Captains, Lieutenants, Sergeants (collectively referred to as "Superior Officers"), and its Commissioners, the Public Safety Commission and its members, and Mayor, and other elected and appointed officials of the City of Dalton.

~~Q.P.~~ "NON-PRESCRIPTION MEDICATION"

As used in the policy, "non-prescription medication" means a drug or medication authorized pursuant to federal or state law for general distribution and use without a prescription in the treatment of human disease, ailments, or injuries.

~~R.Q.~~ "REASONABLE SUSPICION TESTING"

"Reasonable suspicion testing" means substance abuse testing based on a belief that an employee is using or has used drugs or alcohol in violation of the employer's policy, drawn from specific, objective, and articulable facts and reasonable inferences drawn from those facts in light of experience. Among other things, such facts and inferences may be based upon but are not limited to, observable phenomena while at work such as those behaviors as described in Section VIII of the Standard Practice Instruction [implementing this Policy](#). Reasonable suspicion testing may also include testing after an employee is involved in an accident which causes damage to property or injury when, in the judgment of the employee's superior, the circumstances surrounding the accident or injury suggest that such testing may be appropriate, or pursuant to Departmental Regulations or Orders. [Additionally, any admission of drug use by an employee, other than voluntary self-referral to EAP pursuant to Section L, shall constitute valid grounds for testing as well as any admission of drug use as part of a pre-test or post-test interview or a deceptive test result from a City administered polygraph examination shall constitute valid grounds for testing.](#)

~~S.R.~~ "REHABILITATION PROGRAM"

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As used in the policy, "rehabilitation program" means an established program capable of providing expert identification, assessment, and resolution of employee drug or alcohol abuse in a confidential and timely ~~service~~ ~~manner~~. This service shall in all cases be provided by persons licensed or appropriately certified as health professionals to provide drug or alcohol rehabilitative services.

~~T.S.~~ "SPECIMEN"

"Specimen" as used in the policy means tissue, blood, breath, urine, ~~saliva~~, or other product of the human body capable of revealing the presence of drugs, ~~alcohol~~, or their metabolites ~~or of alcohol~~.

~~U.T.~~ "SUBSTANCE"

"Substance" means drugs or alcohol.

~~V.U.~~ "SUBSTANCE ABUSE TEST" OR "TEST"

As used in the policy, "substance abuse test" or "test" means any chemical, biological, or physical instrumental analysis administered for the purpose of determining the presence or absence of ~~a drug or its metabolites or of alcohol~~ ~~or of an illicit chemical substance or its metabolites~~.

~~W.~~ "SAFETY-SENSITIVE POSITION"

As used in this policy, the term "safety-sensitive position" shall mean any position with such job responsibilities which are designated as "safety sensitive" by the City Administrator, in conjunction with the City Human Resources Director.

~~V.~~ "CHIEF"

~~As used in the policy, "Chief" refers to the Chief of Police of the City of Dalton or his / her designee.~~

III. Procedures

- A. Unless otherwise ~~required by~~ ~~warranted under~~ federal ~~or~~ ~~and~~ state law, the City of Dalton ~~Police Department~~ does not discriminate against persons on the basis of ~~an individual's~~ ~~the person's~~ medical history of addiction to either drugs or alcohol, so long as there is no evidence or indication of the ~~individual's~~ ~~person's~~ current abuse of such substances, nor of the ~~individual's~~ ~~person's~~ violation of this policy, nor any history of criminal activity involving such use. This non-discrimination policy shall not apply to any refusal to hire or other discrimination against any ~~individual~~ ~~person~~ who has been convicted of any crime.
- B. Except as otherwise permitted in this Policy, the use, possession, concealment, transportation, promotion, or sale of any drugs, unauthorized alcoholic beverages, or other illicit or chemical substances or of any unauthorized items by any person on City premises is strictly prohibited. Because of the medical difficulty of determining the precise amount of any chemical substance which may cause

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intoxication or impair a person's mental, sensory, or emotional faculties, any use of drugs or illicit chemical substances away from City premises on a person's off duty time shall be treated as a violation of this policy if it leaves any detectable amounts of the substance within the person's bodily fluids when that ~~individual~~ ~~person~~ is on City premises on duty. Persons found with such substances in their bodily fluids shall be considered unfit for duty and shall be removed from City premises. ~~Except as otherwise provided in these policies, such persons are subject to immediate termination and permanent disqualification from City employment (in the case of job candidates, the person is permanently barred from City employment).~~

- C. All managers, supervisors, and employees shall have the duty to take whatever lawful steps are necessary in order to ensure ~~the compliance with this policy by~~ ~~that~~ all persons who are on City premises ~~comply with this policy~~. Any person who knowingly permits another person to violate this policy without informing a superior, officer, ~~director~~, manager, or supervisor, or without taking other action to prevent such a violation, shall be subject to discipline, including termination.
- D. ~~Persons may utilize~~ prescription drugs ~~may be utilized by persons~~ on City premises only under the following conditions:
1. All prescription medicines must be stored in their original pharmacy container. No person may possess a prescription drug that is more than one year old. Employees whose medical conditions require the use of a syringe for the administration of insulin, or other medically-required substances, must comply with the notification provisions set forth in subparagraph C. 2.
 2. All persons using prescription drugs which are mood altering, mind or consciousness-affecting, or which are likely to have any affect upon the ~~individual's~~ ~~person's~~ perceptions, sensations, thought processes, self-awareness, emotions, or other mental or physical reactions or behavior while working shall inform their Division Commander, the Chief of Police, or the ~~Department's~~ ~~City's~~ Medical Review Officer of the ~~fact~~. ~~Upon request, they shall reveal to the Medical Review Officer the name of the drug, the name and phone number of the prescribing physician, the date of the prescription, and the condition for which the medicine was prescribed.~~ ~~and Upon request, they also shall execute, upon request, a release form~~ permitting the prescribing physician to release to the ~~Department's~~ ~~City's~~ Medical Review Officer such information as ~~is he / she~~ requires to confirm that the employee is fit for duty and is in compliance with this policy. ~~Such information shall be considered confidential medical information which shall not be revealed to any person except other than those having a legitimate need for such medical information for purposes of maintaining security, safety, or efficiency of operations.~~
 3. The ~~Department~~ ~~City~~ reserves the right at all times to require that ~~all~~ such persons ~~as are covered in subparagraph 2, above,~~ submit to an examination by the ~~Department's~~ ~~City's~~ Medical Review Officer ~~(or other licensed physician, chosen by the City, should the Medical Review Officer~~

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be unavailable). ~~and~~ The City reserves the right to rely upon the advice, findings, or conclusions of ~~the~~ its Medical Review Officer (or other licensed physician) in determining whether ~~the individual~~ such person is fit for duty.

- E. No drug test shall be administered to a job candidate until after a job offer has been made to the candidate. No candidate to whom a job offer has been made shall be permitted to begin working until the candidate has taken and has passed a drug and alcohol screening test. All candidates shall be tested through urinalysis, blood plasma screening, saliva screening, or other means for the presence of alcohol, drugs or other illicit chemical substances in their bodily fluids. Any candidate who refuses to submit to such a test, or whose tests reveal the presence of such chemical substances shall not be considered for employment.
- F. No test of any specimen found to be positive (i.e., indicating the presence of alcohol, drugs, or an illicit chemical substance) or which is suspected of having been adulterated, tampered with in the initial test, shall be considered conclusive unless it is first subjected to a second confirming test or analytic procedure used to identify the alcohol, drug, or specific metabolite, using a different scientific principle from that employed in the initial test procedure. The confirming test shall be performed by an ~~NIDA or other federal Health and Human Services Department~~ HHS-certified laboratory, and must be made using the gas chromatography / mass spectrometry (GC/MS) method, or an equivalent test method which must provide the requisite specificity, sensitivity, and quantitative accuracy which is at least equal to that of the GC/MS method, and must also be approved by ~~NIDA or the federal Health and Human Services Department~~ HHS, as such testing technology becomes available.
- G. Except as otherwise permitted in this policy, any person found to be in possession of drugs, unauthorized alcohol, or other illicit chemical substances (including, but not limited to, the presence of such substances within the ~~other than in the~~ person's bodily fluids) while on City premises, shall be terminated, if employed by the ~~Department~~ City. If the person is a job candidate, the employment offer will be rescinded and the person is permanently prohibited from employment with the City of Dalton.
- H. Warrantless Searches and Other Limitations of Privacy Expectations

As a condition of employment and of continued employment by the City, all employees must acknowledge that no employee has a reasonable expectation of privacy when performing their City job duties, when they are present on City premises, or when their property is located on City premises. All employees consent to the following:

1. If either its Human Resources Director, the City Administrator, or the Chief of Police concludes that circumstances justify such action, the City reserves the right, at all times on City premises, and without obtaining a search warrant, to conduct searches and inspections of employees, other persons, and their property located upon City premises, or used in conducting City business, for the purpose of determining whether such

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persons are in possession of, using, transporting, or concealing any of the prohibited substances or items covered by this policy.

2. Areas subject to such warrantless searches and inspections shall include employees' lockers, baggage, desks, work areas, lunch boxes or bags, brief cases, clothing, and vehicles. "Vehicles" shall include those owned or leased by the City. "Vehicles" shall also include those owned by the individual employee at those times when the employee's vehicle is located on City premises, or when employing their vehicles in the performance of official City business.
3. The City may use supervisors, managers, or authorized search and inspection specialists to conduct such searches.
4. Unless the City has first obtained a warrant for such a search, all evidence revealed in such a search will be utilized only for purposes of enforcing this policy, and will not be used by the City in any criminal prosecution of the employee.

~~The Department reserves the right at all times on City premises, where it concludes circumstances which warrant such action, to conduct searches and inspections of employees and other persons for the purpose of determining whether such persons are in possession of, using, transporting, or concealing any of the prohibited substances or items covered by this policy; this shall include employees' lockers, baggage, desks, work areas, lunch boxes, brief cases, clothing, and vehicles (whether owned by the City or by the employee when the vehicle is located on City premises) using supervisors, managers, or authorized search and inspection specialists. Any evidence revealed in such a search will be utilized only for purposes of enforcing this Policy, and will not be used by the Department in any criminal prosecution of the employee.~~

- I. A search and inspection, as defined in this policy, may also include the requirement that employees and others submit to an unannounced urine drug screen test or blood plasma test, and also may include testing the individual's person's urine, breath, or blood for the presence of alcohol. These tests may be utilized in the following circumstances:
 1. In employment medical examination (before a candidate to whom an offer of employment has been extended begins working);
 2. As part of an overall search and inspection of an employee's working area, department, or work location as part of the ~~Department's~~ City's enforcement of this policy, or as part of a random drug testing program as set forth in this policy (for persons in safety sensitive positions whose job duties subject them to this requirement);
 3. When an employee's supervisor has reasonable suspicion or cause to suspect that an employee is using, or has used illicit chemical substances, drugs, alcohol, or other prohibited substances in violation of this policy, or is under the influence of drugs, alcohol, or other illicit chemical substances,

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based on objective and ~~describable~~ articulable facts which would lead a reasonably prudent supervisor to believe that the employee is under the influence of ~~drugs, alcohol, or other~~ an illicit chemical substances, or that the employee has otherwise violated this policy;

4. When a person is found to be in possession of ~~drugs, alcohol, or suspected other~~ illicit chemical substances, or when any of these substances or unauthorized items are found in an area which is controlled or used exclusively by the person;
5. Following a serious accident, a serious work quality error apparently due to an employee's inattentiveness or serious judgment or perception error, an incident where safety precautions were violated, or whenever an employee has caused, contributed to the cause, or suffered an injury requiring medical attention or lost working time for any person, or where damage to property has resulted from an employee's job performance.
6. As part of a routinely scheduled employee fitness-for-duty medical examination that is part of the ~~Department's~~ City's established policy or which may be scheduled routinely for all members of an employment classification or group, (See paragraphs 3 and 4 of Form 1, entitled: Employee Acknowledgment of Substance Abuse Policy) or as part of a follow-up fitness-for-duty drug screening following reinstatement of an employee to duty following treatment of substance or alcohol abuse;
7. An employee ~~and / or job candidate~~ who submits to a drug screening test is entitled, upon request, and at his / her sole expense, to have a portion of the ~~same urine, blood, saliva, or other bodily fluid~~ specimen submitted for testing to ~~a different laboratory (provided it is certified by HHS to perform such tests) any other NIDA or other federal Health and Human Services Department-certified laboratory~~ which the ~~Department~~ City recognizes as having the competence, reliability, and expertise needed to perform an accurate analysis to determine the presence of such illicit chemical substances and to preserve and document the custody of the sample. The employee / ~~job candidate~~ must make the request for the independent test not later than five (5) working days after receipt of the written report of the test results, pursuant to subparagraph I.8, below. ~~This right shall apply only where the employee / job candidate's original specimen is of a sufficient quantity to permit such additional testing.~~
8. An employee ~~and / or job candidate~~ will be notified in writing within five (5) working days of the ~~Department's~~ City's (or its Medical Review Officer's) receipt of a written report revealing a positive test result. The employee / ~~job candidate~~ will also be notified of his / her rights to request, not later than five (5) working days of his / her receipt of the written positive test result notification, of his / her right to contest or explain the positive test results to the ~~Department's~~ City's Medical Review Officer (or to the licensed physician selected by the City if the Medical Review Officer is unavailable) ~~or the Medical Review Officer provided to the Department through the Georgia Association of Chiefs of Police.~~ If requested by an employee or

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job candidate, the ~~Department~~ City will provide a copy of the test results ~~to the Employee~~. The employee / job candidate will be reminded that if the sample he / she provided for the testing was sufficient, he / she may, at his / her own expense, request a second confirmation test of a portion of the remaining sample by an ~~NIDA or other federal Health and Human Services Department~~ HHS-approved laboratory of their employee's choosing (provided the ~~Department~~ City recognizes the laboratory as equally competent with the laboratories it ordinarily uses for such tests).

9. Both the initial screen test and the first confirmation test will be made at the ~~Department's~~ City's sole expense.
- J. While searches (including urine ~~or other bodily fluid~~ drug screening or blood and plasma sampling) and inspections by investigative specialists or Department Supervisors ~~or Managers~~ may be conducted from time to time without prior notice to the employee. However, due consideration will be shown for the privacy interests of employees and other persons on City premises, subject to the objectives, and within the parameters of this policy. Unless a prior search warrant is obtained, evidence revealed in such searches (including drug screening or blood plasma sampling) will be utilized solely for purposes of enforcing this Drug Free Workplace policy, and will not be used in any criminal proceeding against the employee.
- K. No person's body or clothing will ~~shall~~ be searched, nor will any urine, blood, saliva, ~~or other bodily fluid, or blood~~ and / or plasma drug screening test be administered to an employee without the written consent of the person being searched or tested. Any employee who refuses to provide such consent when requested, ~~or~~ to submit to a urine or blood plasma drug screening test, or to a search, or who is found to be in possession of such illicit chemical substances or unauthorized items shall be subject to termination. Any other person who refuses to submit to a search or a urine, saliva, or blood and plasma drug screening test when requested pursuant to this policy will be permanently barred from employment by the ~~Department~~ City, or from conducting business with the ~~Department~~ City and, where appropriate, such person may be excluded or removed from ~~Department~~ City premises and will not be permitted to return.

Unless otherwise directed, an employee and / or job candidate who is selected (or in the case of a job candidate, referred for testing) for testing, must report immediately to the testing site. Failure to report to the testing site during the specified timeframe may result in termination or, in the case of job candidates, revocation of a job offer for failure to comply with this policy.

- L. Voluntary Self-Referral to EAP
 1. The ultimate responsibility for eliminating addiction or chemical dependency ~~is rests~~ solely ~~that of~~ with the person ~~affected by it having the dependency or addiction~~. Nevertheless, the ~~Department's~~ City's policy shall be to encourage employees with addictive disorders or chemical dependency to ~~seek~~ obtain proper medical and / or psychological treatment for the disease. To the extent feasible within the limits of its functions and

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resources, the City ~~It~~ shall cooperate with the employee in obtaining such treatment. ~~to the extent possible and within the limits of the City's medical insurance policy, medical leave of absence policy, and other benefit policies, (including any Employee Assistance Program that the Department may maintain).~~ This will be accomplished within the limits of the City's operating needs and its medical insurance policy, medical leave of absence policy, and other benefit policies. The ~~Human Resources Director~~ Chief of Police or EAP Coordinator shall be responsible for informing such an addicted employee of the programs, resources, and benefits which are currently available for treatment for such a condition.

2. No employee shall be terminated or disciplined, nor shall any employee suffer any adverse employment ~~action~~ consequence solely because he / she has sought referral to a ~~Department~~ City-provided benefit program for treatment of alcohol or substance abuse. This protection shall apply to the employee only if: ~~or otherwise for having identified himself or herself as having a chemical addition or dependence, provided that~~
 - a. The employee seeks the assistance in obtaining proper treatment for such addiction or dependency before ~~either~~ testing positive and prior to being notified that they have been selected for drug testing; and, before
 - b. The employee seeks the assistance before the employee is involved in an ~~accident~~ incident (e.g. an accident or other behavior suggesting reasonable cause for suspecting the employee is impaired) which ordinarily would result in a search or testing under this policy.
3. No employee who identifies himself / herself as ~~being in~~ needing of such assistance ~~before an incident leading to detection occurs~~ shall suffer any discrimination in any term or condition of employment, including promotion and transfer opportunities solely because of his disclosure of such a condition while seeking such assistance, but only if the following conditions are met: ~~so long as~~
 - a. The employee self-identifies and seeks such treatment or assistance prior to the City's discovery of the employee's breach of this policy (other than through the employee's self-identification); and
 - b. The employee adheres to the treatment plan prescribed by his or her physician or other competent medical, psychological, or addiction counselor; and
 - c. The employee remains free of the drugs, alcohol, or other illicit chemical substances during and after treatment; and
 - d. The employee ~~so long as the employee is~~ otherwise remains eligible, qualified, and entitled to the position.

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4. No employee who has successfully completed a drug or alcohol addiction treatment program shall be subject to any adverse or discriminatory treatment solely for having participated in such program so long as the ~~individual~~ person remains drug and alcohol-free and otherwise complies with all the terms and conditions of this policy. ~~Where the provisions of this section conflict with the shall not apply to any individual to whom the provisions of Section M, "Mandatory Referral to EAP in Lieu of Termination," (below) the provisions of that section shall supersede this section applies.~~
5. Notwithstanding the foregoing provisions, ~~the requirement it shall not be considered an adverse or discriminatory employment condition to require that~~ an employee who has returned to duty following completion of a drug or alcohol addiction treatment program submit to more frequent unscheduled drug screening tests as a means of ensuring the employee's continued compliance with this program ~~shall not be considered "adverse" or "discriminatory" treatment.~~

M. Mandatory Referral to EAP in Lieu of Termination

The provisions of this Section M shall apply only to persons who are already ~~Department City~~ employees. ~~It This section~~ shall not apply to any candidate ~~failing who has failed~~ the post-employment offer, pre-employment drug screening test, nor ~~to~~ any persons who have resigned or retired from City employment.

1. If any urine, ~~saliva, or other bodily fluid,~~ or blood and plasma drug screening test reveals the presence of ~~drugs, alcohol, or other an~~ illicit chemical substances in an employee's bodily fluids, the ~~Human Resources Director, in cooperation with the~~ Chief of Police, shall have the option (but not the obligation) in the first instance of such an occurrence, to refer the employee to the ~~Department's City's~~ Employee Assistance Program for assessment and treatment, if needed.
2. Such EAP referral ~~opportunity~~ shall be available only one time, on a "last chance" basis. Any subsequent incident involving the use or possession of illicit chemical substances or materials under this policy will result in the employee's termination.
3. To be eligible for such mandatory referral, the employee shall be required to execute a consent and release permitting the ~~Human Resources Director, in cooperation with the~~ Chief of Police, ~~or his Designee~~ to monitor the employee's participation and progress in any treatment or therapy program recommended by the EAP counselors.
4. If the employee refuses to enter into such a program, or having once entered, fails to complete the program as directed by the addiction counselor, psychologist, or physician, the employee shall be terminated.

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5. If the employee successfully completes the treatment program and returns to work, he / she shall be subject to such further unannounced drug screening tests not less than annually, as the Human Resources Director ~~Chief~~ determines is advisable under all the circumstances for a period of not less than two (2) years.
6. The record of the particular incident which led to the drug screening test shall not be used against the employee in a future decision if the employee successfully completes the treatment prescribed and maintains drug free status thereafter, and does not violate this policy.
7. No person shall receive the benefits of this Section more than one time, nor shall any person be excused from discipline or termination under the ~~Department's~~ City's behavior and performance standards and policies merely because the employee's behavior or performance problem was caused (in whole or in part) by the employee's illicit chemical substance and / or alcohol abuse.

N. Confidentiality of Referral and Treatment Records

All records of drug and alcohol screening test results, all records of referrals to or participation in the Employee Assistance Program, and ~~of any all records of~~ treatment for addictive disorders or diseases shall be maintained as strictly confidential employee ~~personnel~~ medical information which shall be stored separately from employee personnel files, with other medical information pertaining to the employee.

1. Such information shall not be revealed to any person other than the Human Resources Director ~~Chief~~, and those managers or supervisors having the need to know such information, the ~~Department's~~ City's attorneys, and to the appropriate EAP counselor.
2. Such information shall not be revealed under any circumstances to any other persons, employers, or prospective employers in any employment reference checks, nor to any other agencies, persons, or organizations unless the ~~Department~~ City is compelled, by statute, regulation, or court order to reveal such information to such persons or organizations, or to defend itself in an action growing out of its enforcement of this policy.

O. Authorized Use of Alcohol

Although the City of Dalton ~~Police Department~~ does not encourage or condone the use of alcohol, moderate use of authorized alcoholic beverages (as defined above) during an ~~individual's~~ person's non-working hours, in strict compliance with this policy and with all state and local laws and ordinances, and in a manner which ensures both that the ~~individual~~ person will not be impaired when driving a City vehicle, nor when reporting to work, and that the ~~individual~~ person is in compliance with prudent safety practices, will not be considered a violation of this policy. This provision does not make permissible the use of alcohol during an employee's off-

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duty hours if such use results in an employee reporting to scheduled work with a detectable amount of alcohol in the employee's bodily fluids.

If an employee who is off duty but "on-call" consumes alcohol during his / her "on-call" (i.e., usual off-duty) hours in a manner that is likely to leave detectable amounts of alcohol or its metabolites in the employee's bodily fluids, that employee must notify his / her supervisor of this fact orally before reporting to "on-call" duty so that the supervisor shall be able to make the initial determination, based on questioning of the employee whether or not it is safe to allow the employee to report for work. If the supervisor decides, based on the information received from the employee, that permitting the employee to report for "on-call" duty would be dangerous to the employee or other persons or property, or would hamper the quality or efficient performance of the employee's duties, the supervisor shall not allow the employee to report for work. In the case where a supervisor decides not to allow the employee to report for the "on-call" duty in accordance with the preceding sentence, the employee will be regarded to have been absent from duty when scheduled for "on-call" duty and the event shall be treated as such under the Department's attendance and behavior policies.

P. Education Program

1. Employees: On ~~not less than~~ an annual basis, ~~every~~ ~~each~~ employee shall receive at least one hour of training on substance abuse in general, and its effects in the workplace including, but not limited to, the following:
 - a. The explanation of the disease model of addiction for alcohol and drugs;
 - b. The effects and dangers of commonly abused substances in the workplace; and
 - c. The ~~Department's~~ ~~City's~~ policies and procedures regarding substance abuse affecting the workplace, including how employees can obtain treatment for substance abuse.
2. Supervisors: In addition to the education provided to employees, all supervisors will receive at least one hour of training, which shall include, but shall not be limited to, the following:
 - a. How to recognize signs of employee substance abuse;
 - b. How to document and corroborate signs of employee substance abuse; and
 - c. How to refer substance abusing employees to the proper treatment providers through the ~~Department's~~ ~~City's~~ Employee Assistance Program.

Q. Severability

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If any of the provisions of the City of Dalton ~~Police Department~~ Policies and Procedures on Substance Abuse, ~~Contraband Articles~~, and Employee Assistance shall be held unconstitutional or otherwise invalid by any court of competent jurisdiction, the decision of such court shall not affect or impair any of the remaining provisions.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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EMPLOYEE ACKNOWLEDGEMENT OF SUBSTANCE ABUSE POLICY

1. I acknowledge and certify that I have been provided with a summary of, have read, and fully understand the City of Dalton's ("City") Drug Free Workplace Policy and Procedures for Elimination of Substance Abuse and Employee Assistance. I am presently employed by, or have applied for and have been offered a position with, the Department.

I am aware that the ~~Department's~~ City's Drug-Free Workplace Policy is a "zero tolerance" policy which forbids any person from entering or remaining on City property, or working anywhere in behalf of the City while possessing or under the influence of any measurable amount (including any trace amount irrespective of the quantity) of any illegal drugs, such as:

- A. *Amphetamines, cannabinoids or marijuana, cocaine, phencyclidine (PCP) methadone, methaqualone, opiates, barbiturates, benzodiazepines, propoxyphene, or a metabolite of any such substance; or*
- B. *Any other unlawful or controlled substances as referred to in O.C.G.A. § 16-13-26, 16-13-27, 16-13-28, or 16-13-29, unauthorized prescription drugs, or authorized prescription or non-prescription drugs which are used in a manner other than in strict accordance with the Department's policy and with the prescribing physician's instructions for a verifiable medical condition, or any other substance that is mood altering, mind or consciousness affecting, or which is likely to have any affect upon a person's perceptions, sensations, thought processes, self-awareness, emotions or other mental, physiological or psychological reactions or behavior;*
- C. *Any "look-alike drugs", or "designer drugs" with psychotropic effect similar to those produced by illegal drugs, hallucinogens (whether derived from natural or synthetic manufactured sources); and,*
- D. *Any over-the-counter medicines which may affect my consciousness, mood, or mental state, and any prescription drugs which are not used in strict accord with the prescribing physician's instructions and this policy*

2. I am aware that as a condition of becoming or remaining employed by the City of Dalton Police Department, I may be required to submit to a drug screening test at any time, and to consent to a search of my work area, personal property, clothing, and vehicle when parked on City premises. I am aware that the drug screening test will include an Enzyme Immunoassay (EMIT) test of a specimen that I will provide, and if such test is positive (revealing the presence of a prohibited substance or metabolite), a confirmation test of my specimen will be made using the gas chromatography/mass spectrometry (GC/MS) method, or its equivalent by a laboratory certified to perform such tests by the National Institute of Drug Abuse (NIDA) or other agency specified by the U.S. Department of Health and Human Services.
3. I am aware that such tests will be conducted after I am hired wherever the Department has a reasonable suspicion that I have violated its substance abuse policy, if I have caused or contributed to an on-the-job injury resulting in the loss of work time, as a follow-up test if I enter an Employee Assistance Program or rehabilitation program as a result of a positive drug test, as part of any routinely scheduled fitness for duty medical examination, and unannounced "random" testing of employees.
4. I am aware that the information revealed in any test results, or in any search of my work area, personal effects, or person, will be used only for purposes of making employment decisions about me and will not be used against me in any criminal proceeding.
5. I am aware that if my test results are "positive," indicating I have violated the Substance Abuse Policy, or, if I refuse or fail to consent to such testing or search, or, if I interfere with or tamper with such test or specimen, I may be terminated. I understand that I am not to consider any request that I submit to said testing to be an implication or accusation that I have violated this policy in any manner.
6. I am aware that all information revealed by any such tests will be revealed to me and to the City's Medical Review Officer ~~of the Georgia Association of Chiefs of Police~~, The City of Dalton Human Resources Director, the Chief of Police, and any superior officer or other ~~department~~ Manager or Supervisor who has a legitimate need for such information. However, I understand that such information will remain confidential and will not be revealed to any other person unless

RESTRICTED LAW ENFORCEMENT DATA

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I have voluntarily consented to such disclosure in writing, or unless such release is compelled by a state agency or a court order. I understand that such information will not be used or released in any criminal proceeding against me, but that they may be used in disciplinary proceedings against me, including proceedings as may lead to my termination.

I understand that if my test is confirmed as positive, I may contest or explain the result to the Chief of Police and Medical Review Officer within five working days after I receive written notification of the positive test result.

7. I understand that the Substance Abuse Policy is subject to the provisions in the Act No. 558, Amending the Official Code of Georgia Annotated, Title 33, Chapter 9, Section 40.2 and that the Department's request is in strict compliance with the Drug-free Workplace Act and the Georgia Workers Compensation Statutes.
8. I have been informed that the ~~Department~~ City maintains an Employee Assistance Plan, and of the policies and procedures for utilizing the resources of the plan.

Employee/Candidate's Signature

Date

ADM EAS 970146

RESTRICTED LAW ENFORCEMENT DATA

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CONSENT FOR DRUG AND ALCOHOL SCREENING TEST AND REPORT

I hereby consent to the testing of my blood, urine, or other bodily fluids for the presence of illicit chemical substances as defined in the City of Dalton's ("City") Drug Free Workplace Policy and Procedures for Elimination of Substance Abuse and Employee Assistance, and to the reporting of the results of said tests to [The City of Dalton Human Resources Director](#) and the Chief of Police or his designee, and to such other persons who are authorized under said Policy to receive such information.

I acknowledge that I have been assured that any information revealed in such a search or screening test will be used only for purposes of the Department's making decisions about my employment, termination, or employment-related discipline, to determine whether I am in compliance with the [Department's City's](#) Drug Free Workplace Policy and that it will not be utilized against me in any criminal proceeding.

I hereby release and agree to hold harmless the City of Dalton, its elected and appointed officials, the Dalton Police Department, its Chief, and its Superior Officers, managers, supervisors, and agents from any and all liability arising out of the obtaining of the specimen of any fluids, the administration of the tests to the specimens, and the reporting of the results of the tests in accord with the Department's Policy and procedures.

Employee/Job Candidate's Signature

Date

Witness

Date

ADM CDA 970147

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**CONSENT FOR SEARCH OF CLOTHING, PERSONAL PROPERTY,
LOCKER, VEHICLE AND WORK AREA**

I hereby give my consent to the search of my clothing, personal property, locker, vehicle parked on the City's premises, and work area for the presence of illicit chemical substances or contraband articles as defined in the City of Dalton Police Department's ("Department") Drug-Free Workplace Policy on Substance Abuse, Contraband Articles, and Employee Assistance.

I understand that any information or evidence revealed in such a search is being collected only in connection with the Department's enforcement of its Drug-Free Workplace Policy, to make decisions affecting my employment, or the terms thereof, with the Department, and that it will not be used in any criminal proceeding against me.

I hereby release the City, its elected and appointed officials, the Police Chief, my Superior Officers or supervisors and/or their agents from any and all liability growing out of their search of my clothing, personal property, vehicle or personal articles, and any report of the results thereof so long as the search is conducted in accord with the Department's applicable policies and procedures.

Employee Signature

Date

Witness

Date

ADM CSC 970148

RESTRICTED LAW ENFORCEMENT DATA

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**CONSENT TO THE RELEASE OF MEDICAL AND OTHER
INFORMATION CONCERNING TREATMENT FOR
ADDICTIVE DISORDER**

I hereby request that my Employee Assistance Plan counselors, physicians, psychiatrists, psychologists, addictionologists, drug or alcohol addiction treatment counselors (hereinafter referred to as "EAP providers") provide such information about my diagnosis and treatment as is requested by [The City of Dalton Human Resources Director](#) and my employer, The City of Dalton Police Department, through its Chief or his designee.

I understand that such information may include the nature and severity of the addiction, my prognosis for successful treatment, the requirements for successful treatment, my compliance with all treatment requirements, and my progress in the treatment program.

I understand that the purpose of providing the information is to enable my employer to determine that I am in complete compliance with all requirements of my treatment program as prescribed by my EAP providers.

Employee Signature

Date

Witness

Date

ADM CRM 970149

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**CONSENT TO THE RELEASE OF INFORMATION
RELATING TO DRUG TEST RESULTS**

I hereby consent to the release of information concerning the following information about my drug test results to the following individuals and organizations, and I waive any rights and forever release such individuals:

1. The Information To Be Released: The complete details of each test's results including the particular drugs, alcohol or other illicit or illegal substances which have been found or which have not been found in my specimen, and the amounts of such substances, if any; the results of any follow up or confirming test on my specimen; the identity of the type of confirming test procedure used in confirming the results of the test.
2. The Persons to Whom the Information May Be Released, and Purposes for Which the Information May be Used: The above information may be released as follows:

To _____, the ~~Department's~~ City's Medical Review Officer, for purposes of interpreting test results and advising the Department on whether I may be expected to safely perform the duties of my position, and for determining whether I am in compliance with the ~~Department's~~ City's Drug Free Workplace Policy and Procedures on Substance Abuse;

To _____, the ~~Department's~~ City's EAP provider for the purpose of determining whether I have been in compliance with the ~~Department's~~ City's Drug Free Workplace Policy and any conditions placed on my continued employment pursuant to a mandatory or voluntary referral to said EAP program;

To the City's Human Resources Director for the purpose of determining whether I have been in compliance with the City's Drug Free Workplace Policy and any conditions placed on my continued employment pursuant to a mandatory or voluntary referral to said EAP program;

To the Department's attorneys for use in advising the Department on the implementation of its Policy and Procedures on Substance Abuse, or in any administrative or civil judicial proceeding wherein such information is required for the Department's defense;

To the Department's Chief, his designees, and such of its Managers and Supervisors whom the Department determines have a need to know such information.

3. The Duration of This Consent: This consent shall remain in effect for so long as my application for employment is under consideration by the City of Dalton Police Department, or for so long as I am employed by the City of Dalton Police Department, or for so long as any litigation in which such evidence is relevant, is pending final resolution.
4. Reservations: I understand that the information described in paragraph 1 will not be used in any criminal proceeding against me, unless such release of information is required by an agency of the State of Georgia, or by a court of competent jurisdiction. I understand that the Department may use the report of the results of these tests in any administrative or civil action to which such tests may be relevant.

I certify that I am under no duress nor coercion, and that I have given this consent freely, voluntarily, of my own accord.

Employee Signature

Date

Witness

Date

ADM CRI 970151

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**SUPERVISORY OBSERVATIONS
FOR
SUBSTANCE ABUSE POLICY ENFORCEMENT**

Employee's Name: _____

Date of Observation: _____

Time of Observation: From: _____ A.M. _____ P.M.

To: _____ A.M. _____ P.M.

Location: _____

The behaviors listed below are examples of changes you might observe in an individual employee.

Use of Form:

When you believe that an employee's performance is impaired and you want to identify and record the basis for your conclusion.

When you notice a change in an employee and you want to evaluate whether there are other changes as well.

When you wish to discuss an apparent, but not immediate or severe, impairment with an employee, and you want to be specific about the changes you have seen.

Observed Personal Behavior: Check All Appropriate Items

1. Physical Signs or Conditions

- ____ Weariness, exhaustion
- ____ Untidiness
- ____ Yawning excessively
- ____ Blank stare
- ____ Slurred Speech
- ____ Unsteady Walk
- ____ Falling
- ____ Changes in appearance after lunch or break

2. Mood

- ____ Appears to be depressed all the time
- ____ Irritable
- ____ Suspicious
- ____ Complains about others
- ____ Emotional outbursts
- ____ Mood changes after lunch or break

3. Actions

- ____ Withdrawn or uncharacteristically talkative

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- _____ Spends excessive amount of time on telephone or in bathroom
- _____ Argumentative
- _____ Displays violent behavior

4. Absenteeism

- _____ Acceleration of absenteeism and tardiness, especially Mondays or Fridays
- _____ Frequent unreported absences
- _____ Unusually high incidence of colds, flu, upset stomach, headaches
- _____ Frequent use of unscheduled vacation time
- _____ Leaving work area more than necessary (e.g. frequent trips to car, water fountain
(or bathroom)

5. Other observed actions or behaviors: _____

Above behavior witnessed by:

Witness

Date

Witness

Date

ADM SOS 970150

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LIST OF PRESCRIPTIONS AND NON-PRESCRIPTION MEDICINES CONSUMED IN PREVIOUS FORTY-EIGHT HOUR PERIOD

(Use of this form is at the Employee's sole option. If employee chooses to use it, it is designed to be completed by Employee at time of specimen collection. Employee is free to provide the list with the specimen, or to wait to provide this information to the Department's Medical Review Officer or Medical Advisor when discussing test results.)

I hereby certify that during the forty-eight (48) hour period prior to my signing this certification, I have consumed no prescription or non-prescription* medicine except the following:

[illegible]

I believe the following circumstances are also relevant in interpreting the results of any test of any specimen that I provide as part of this drug testing procedure: _____

I hereby authorize and request my physicians to provide such information to the Department as it requires to confirm that I am using such medicines in compliance with the Department's Drug-Free workplace Policy on Substance Abuse.

Employee Signature

Date _____

* Any use of prescription and non-prescription drugs must be in accordance with the City's Drug Free Workplace Policy and Procedures.

ADM LPN 970152

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DALTON POLICE DEPARTMENT

		Effective Date March 27, 2012	Number GO12-3.19
Subject Personnel Early Intervention System			
Reference CALEA Standard – 35.1.9		Revised February 25, 2020 August 25, 2020	
Distribution All Personnel	Re-evaluation Date February 2022 August 2022		No. Pages 3

I. Policy

It is the policy of the Dalton Police Department to maintain a comprehensive personnel early intervention system. This system shall alert the Department when an employee has committed an act or acts that may indicate the employee has a potential problem, which, if not corrected, could adversely affect the operations of a well-managed law enforcement agency.

II. Purpose

The purpose of the Department's personnel early intervention system is to assist the Department in identifying those employees who may require intervention efforts in order to afford them an opportunity to meet the Department's values and mission.

III. Procedures

A. Positive and negative behavior and performance indicators of employees shall be documented and a record maintained. The following documentation shall be forwarded to the Support Services Division to be entered into Guardian Tracking:

1. Supervisory Reviews of Use of Force
2. Completed Inquiry Reviews
3. Completed Complaint Reviews
4. Supervisory Reviews of Vehicle Pursuits
5. Accident Review Committee Reports

B. The thresholds for each **review** category shall be established by the Chief of Police or his / her designee. If an employee meets or exceeds **any of the following thresholds** in any of the listed categories, the employee's actions shall be reviewed, based on current patterns of collected material, by the appropriate Supervisor(s).

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1. Use of Force Threshold – 5 incidents within 180 days
2. Vehicle Pursuit Threshold – 2 incidents within 180 days
3. Inquiry Threshold – 2 incidents within 365 days
4. Internal Affairs Threshold – 3 incidents within 365 days
5. Vehicle Crash Threshold – 5 incidents within 180 days
6. Accidental Discharge Threshold – 1 incident within 365 days
7. Incident Threshold – Any 10 combined incidents from the previous categories within 365 days

IV. **Supervisory Review**

- A. When an employee meets or exceeds the threshold for a review, the Guardian Tracking system will display an “Intervention” tab. This tab shall be viewable by all supervisory personnel within the employee’s chain of command until a response is made. This ~~flag~~ notification shall not be viewable by the individual employee until a final approval and determination of action is made.
- B. Upon notice of the review, the employee’s direct Supervisor shall conduct a review and then provide an “Early Intervention Response” in Guardian Tracking that corresponds to the ~~type~~ category of early intervention triggered. This response shall determine whether any remedial action or prevention methods are necessary. The review process shall consist of the following:
 1. All incidents that activated the ~~intervention~~ review
 2. At least six months of the employee’s performance records
 3. The Supervisor’s personal knowledge about and observations of the employee
 4. An interview with the employee (if warranted)
- C. Recommendations may include, but are not limited to, the following:
 1. Remedial training
 2. Re-assignment or transfer to alternate position
 3. Disciplinary action
 4. Referral to EAP (Employee Assistance Program)
 5. Continued monitoring of employee

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6. No corrective action needed

- D. After the employee's direct Supervisor has reviewed the early intervention information and provided the appropriate Early Intervention Response, the Division Operations Supervisor from the employee's Division shall also review the early intervention information. This review shall include—at minimum—an **assessment review** of all incidents that activated the **intervention review** plus at least six months of the employee's performance records.
- E. The Division Operations Supervisor shall then create a sub-entry in the Guardian Tracking system regarding the review. This sub-entry shall be linked to the previous Supervisor's response to the early intervention.
- F. Once both supervisory reviews are completed, the Division Commander of the employee shall be responsible for final approval of the Early Intervention Response and any sub-entries entered by the employee's Supervisors. The Division Commander is also responsible for ensuring that any necessary follow-up takes place and that all recommended actions are fulfilled.
- G. Failure to utilize any of the steps of this policy does not preclude or exempt an employee from disciplinary action.

V. **Post Intervention Monitoring**

- A. If warranted, the direct Supervisor of the employee shall monitor the employee after the initial intervention process. Monitoring activity shall be documented as a sub-entry to the original Early Intervention Response entry.
- B. Supervisors shall recommend a different intervention process if the first proves unsuccessful.

VI. **Employee Assistance**

The Department is committed to assisting its employees through a variety of initiatives. All Supervisors are encouraged to provide information to all employees for the Employee Assistance Program when they feel some type of intervention is warranted.

VII. **Annual Evaluation**

On an annual basis, the Support Services Division Commander shall complete a documented evaluation of the Personnel Early Intervention System. After completion, the evaluation shall be forwarded to the Chief of Police.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Purpose

To include the payment of the initial application fee and monthly dues for the Peace Officer Annuity and Benefit Fund (POAB) by the City of Dalton as an added benefit for all full time certified police officers with the Dalton Police Department.

History

The POAB of Georgia serves as a supplemental retirement plan for state and local Law Enforcement officers in the state of Georgia. On February 1, 1950, Governor Herman Talmadge signed into law the Act created by the General Assembly that founded the Peace Officers' Annuity & Benefit Fund of Georgia. The stated purpose of the Act was to provide revenue and a source of income to pay annuities and benefits to the peace officers of the State of Georgia.

Membership is limited to P.O.S.T. certified Law Enforcement Officers who are employed by the State of Georgia or any of its political subdivisions: whether by election or appointment, who devote their full time to such employment.

Plan Benefits

The POAB includes two separate benefits to members, a retirement pension and a death payment. Details of the two benefits are listed below.

Retirement Pension

The Retirement benefit is provided to all members who have met the fund requirements of retirement. The base rate for each year of creditable service is \$30. To calculate your base rate pension amount, you would multiply the years and months of creditable service by the base rate amount. An example is shown below.

- 10 years X \$30 = \$300 per month
- 18 1/2 years X \$30 = \$555 per month
- 28 9/12 years X \$30 = \$862.50 per month
- 30 years X \$30 = \$900 per month (Maximum)

Death Payment

The death benefit is provided to the member's beneficiary. A beneficiary can be anyone the member chooses and can be changed at any time by completing and returning the Beneficiary of Death Benefits Designation form.

The amount provided to the beneficiary is determined by the stage of membership at the time of death.

Active or Paid Up Death Benefit Breakdowns

Active member who has less than 5 years of service with the Fund	\$1,000.00
Active, Military (and vested) or Paid Up Member of the Fund (5+ yrs with Fund)	\$3,500.00
Active Line-of-duty death (not restricted by service in the Fund)	\$5,500.00

Retiree Death Benefit Breakdown

(After a member has begun drawing retirement benefits, the death benefit is decreased by the amount received in retirement until they have received a total of \$1,000.00 in pension from POAB)

Max benefit available to retired member	\$3,500.00
Minus retirement benefits received (up to \$1,000.00)	\$1,000.00
Minimum benefit available to retired member	\$2,500.00

Cost

The POAB requires an initial \$50 application fee for each member and dues of \$25 per month. The following details the current status of the Dalton Police Department sworn employees in relation to POAB status and costs associated with meeting the proposal for the remainder of FY 2020:

Current POAB members – 58

Non-members – 30

Amount to enroll new members – $30 * \$50 = \$1,500$

Amount to cover monthly dues for 58 current members for 4 months (@ \$25/month) = \$5,800

Amount to cover monthly dues for 30 new members for 3 months (@ \$25/month) = \$2,250

Total cost for the remainder of FY 2020 – \$9,550

The projections of budget costs going forward past FY 2020 are as follows:

The average number of new officers per year for the Dalton Police Department is 10. Those 10 officers would require budgeting for the \$50 application fee for a total cost of \$500. The Dalton Police Department is currently authorized 92 sworn officer positions.

10 application fee @ \$50 each = \$500

92 sworn positions @ \$25 per month for 12 months = \$27,600

Total requested budgeted amount for subsequent years assuming a total of 92 sworn positions would be \$ 28,100 per year.

Existing surplus funds from the custody of prisoners budget line are available to cover the cost for the remainder of FY 2020 due to a reduction in the number of inmate days due to virus concerns.

Conclusion

With an absence of a defined benefit retirement plan for the City of Dalton Police Officers, the POAB can serve as a supplemental retirement option for those employees. Should the City of Dalton choose to pay the employees initial application fee and monthly contribution into the plan, it would give the department an additional positive attribute to use in recruiting top police officer candidates.

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Bill Weaver
Terry Mathis
Anthony Walker
Luis Viamonte
Truman Whitfield

July 2020

Incident Response

Monthly Synopsis

<u>Category</u>	<u>Responses</u>	<u>Percentage</u>
Fire	6	2.13%
Overpressure Rupture, Overheat	2	0.71%
Rescue/Medical	170	60.49%
Hazardous Condition	11	3.91%
Service Call	7	2.49%
Good Intent	55	19.57%
False Alarm	30	10.67%

Total Responses	281
Average Response Time	3:35
Estimated Loss	\$82,200

Incident Type Report (Monthly Summary)

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
1 Fire				
111 Building fire	1	0.35%	\$1,200	1.45%
131 Passenger vehicle fire	1	0.35%	\$1,000	1.21%
132 Road freight or transport vehicle fire	1	0.35%	\$75,000	91.24%
142 Brush or brush-and-grass mixture fire	2	0.71%	\$500	0.60%
143 Grass fire	1	0.35%	\$0	0.00%
	6	2.13%	\$77,700	94.52%
2 Overpressure Rupture, Explosion, Overheat (no fire)				
251 Excessive heat, scorch burns with no	2	0.71%	\$0	0.00%
	2	0.71%	\$0	0.00%
3 Rescue & Emergency Medical Service Incident				
311 Medical assist, assist EMS crew	150	53.38%	\$0	0.00%
322 Motor vehicle accident with injuries	15	5.33%	\$0	0.00%
324 Motor Vehicle Accident with no injuries	5	1.77%	\$0	0.00%
	170	60.49%	\$0	0.00%
4 Hazardous Condition (No Fire)				
411 Gasoline or other flammable liquid spill	1	0.35%	\$0	0.00%
412 Gas leak (natural gas or LPG)	1	0.35%	\$0	0.00%
413 Oil or other combustible liquid spill	1	0.35%	\$0	0.00%
441 Heat from short circuit (wiring),	2	0.71%	\$0	0.00%
442 Overheated motor	1	0.35%	\$0	0.00%
443 Breakdown of light ballast	1	0.35%	\$0	0.00%
444 Power line down	3	1.06%	\$4,500	5.47%
445 Arcing, shorted electrical equipment	1	0.35%	\$0	0.00%
	11	3.91%	\$4,500	5.47%
5 Service Call				
500 Service Call, other	1	0.35%	\$0	0.00%
522 Water or steam leak	2	0.71%	\$0	0.00%
553 Public service	3	1.06%	\$0	0.00%
561 Unauthorized burning	1	0.35%	\$0	0.00%
	7	2.49%	\$0	0.00%
6 Good Intent Call				
611 Dispatched & cancelled en route	45	16.01%	\$0	0.00%
622 No Incident found on arrival at dispatch	8	2.84%	\$0	0.00%
651 Smoke scare, odor of smoke	2	0.71%	\$0	0.00%

Incident Type Report (Monthly Summary)

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident Type	Count	Pct of Incidents	Total Est Loss	Pct of Losses
6 Good Intent Call	55	19.57%	\$0	0.00%
7 False Alarm & False Call				
731 Sprinkler activation due to malfunction	1	0.35%	\$0	0.00%
733 Smoke detector activation due to	2	0.71%	\$0	0.00%
734 Heat detector activation due to malfunction	1	0.35%	\$0	0.00%
735 Alarm system sounded due to malfunction	4	1.42%	\$0	0.00%
736 CO detector activation due to malfunction	1	0.35%	\$0	0.00%
741 Sprinkler activation, no fire -	1	0.35%	\$0	0.00%
743 Smoke detector activation, no fire -	11	3.91%	\$0	0.00%
744 Detector activation, no fire -	3	1.06%	\$0	0.00%
745 Alarm system activation, no fire -	5	1.77%	\$0	0.00%
746 Carbon monoxide detector activation, no CO	1	0.35%	\$0	0.00%
	30	10.67%	\$0	0.00%

Total Incident Count: 281

Total Est Loss:

\$82,200

DALTON

Dollar Value Saved & Loss Analysis (Monthly)

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident Type	Count	Total Values	Total Losses	Total Saved	Percent Lost	Percent Saved
111 Building fire	1	\$66,000	\$1,200	\$64,800	1.82%	98.18 %
131 Passenger vehicle fire	1	\$0	\$1,000	\$-1,000	0.00%	0.00 %
132 Road freight or	1	\$75,000	\$75,000	\$0	100.00%	0.00 %
142 Brush or	1	\$500	\$500	\$0	100.00%	0.00 %
444 Power line down	1	\$152,500	\$4,500	\$148,000	2.95%	97.05 %
Grand Totals	5	\$294,000	\$82,200	\$211,800		

Total Percent Lost: 27.96 %

Total Percent Saved: 72.04 %

DALTON

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

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001556	0	07/01/2020	05:40:37	900 Shugart	311 Medical assist, assist EMS crew	
20-0001557	0	07/01/2020	10:54:45	1898 Grand Summit	553 Public service	
20-0001558	0	07/01/2020	13:17:40	2209 Raintree	311 Medical assist, assist EMS crew	
20-0001559	0	07/01/2020	13:34:04	1447 Westover	311 Medical assist, assist EMS crew	
20-0001560	0	07/01/2020	16:36:22	Cleveland	611 Dispatched & cancelled en route	
20-0001561	0	07/01/2020	18:01:40	216 Fort Hill	311 Medical assist, assist EMS crew	
20-0001562	0	07/01/2020	20:01:02	800 College	411 Gasoline or other flammable liquid	
20-0001563	0	07/01/2020	20:43:26	510 Shugart	311 Medical assist, assist EMS crew	
20-0001564	0	07/01/2020	21:43:23	2210 Rocky Face	311 Medical assist, assist EMS crew	
20-0001565	0	07/02/2020	01:34:23	2305 Abutment	311 Medical assist, assist EMS crew	
20-0001566	0	07/02/2020	09:28:27	Glenwood (North)	322 Motor vehicle accident with	
20-0001573	0	07/02/2020	16:02:37	1804 Martha's Bridge	142 Brush or brush-and-grass mixture	
20-0001574	0	07/02/2020	18:48:16	628 Fifth	611 Dispatched & cancelled en route	
20-0001575	0	07/03/2020	06:06:51	312 Matilda (East)	311 Medical assist, assist EMS crew	
20-0001576	0	07/03/2020	06:59:55	1304 Granada	611 Dispatched & cancelled en route	
20-0001577	0	07/03/2020	10:35:56	122 Huntington	311 Medical assist, assist EMS crew	
20-0001578	0	07/03/2020	13:47:16	816 Walnut Square	311 Medical assist, assist EMS crew	
20-0001579	0	07/03/2020	14:04:51	1008 May	311 Medical assist, assist EMS crew	
20-0001580	0	07/03/2020	15:37:05	Chattanooga	322 Motor vehicle accident with	
20-0001581	0	07/03/2020	16:04:10	1007 Underwood	743 Smoke detector activation, no fire	
20-0001582	0	07/03/2020	21:57:47	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001583	0	07/04/2020	10:52:52	2519 Turf	311 Medical assist, assist EMS crew	
20-0001584	0	07/04/2020	12:37:47	1602 Anthony	611 Dispatched & cancelled en route	
20-0001585	0	07/04/2020	17:29:52	912 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001586	0	07/04/2020	21:40:30	North Bypass	611 Dispatched & cancelled en route	
20-0001587	0	07/04/2020	22:07:20	601 Cockburn	311 Medical assist, assist EMS crew	
20-0001588	0	07/05/2020	00:39:38	125 Andasol	311 Medical assist, assist EMS crew	
20-0001589	0	07/05/2020	01:33:28	1003 MLK Jr.	311 Medical assist, assist EMS crew	
20-0001590	0	07/05/2020	11:59:08	1002 Underwood	611 Dispatched & cancelled en route	
20-0001591	0	07/05/2020	12:31:00	711 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0001592	0	07/05/2020	13:36:52	1000 Rockdale	311 Medical assist, assist EMS crew	
20-0001593	0	07/05/2020	13:43:22	1218 Broadrick	311 Medical assist, assist EMS crew	

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

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001594	0	07/05/2020	14:04:47	1300 Waugh (West)	311 Medical assist, assist EMS crew	
20-0001595	0	07/05/2020	19:13:12	I-75 N. Bound	622 No Incident found on arrival at	
20-0001596	0	07/05/2020	20:17:44	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001597	0	07/05/2020	21:40:43	865 Holiday Inn	311 Medical assist, assist EMS crew	
20-0001598	0	07/05/2020	21:44:22	1209 Georgian	311 Medical assist, assist EMS crew	
20-0001599	0	07/05/2020	22:32:39	1320 Winton	311 Medical assist, assist EMS crew	
20-0001600	0	07/06/2020	08:24:26	1447 Westover	311 Medical assist, assist EMS crew	
20-0001601	0	07/06/2020	10:10:48	Glenwood (North)	322 Motor vehicle accident with	
20-0001602	0	07/06/2020	15:41:26	405 Underwood	311 Medical assist, assist EMS crew	
20-0001603	0	07/06/2020	16:55:52	824 Beirut	611 Dispatched & cancelled en route	
20-0001604	0	07/06/2020	22:58:35	1919 David	311 Medical assist, assist EMS crew	
20-0001605	0	07/06/2020	23:40:47	475 Reed	745 Alarm system activation, no fire -	
20-0001606	0	07/07/2020	12:07:38	1308 Memorial	311 Medical assist, assist EMS crew	
20-0001607	0	07/07/2020	15:19:41	Walnut (West)	622 No Incident found on arrival at	
20-0001608	0	07/08/2020	00:09:04	824 Beirut	311 Medical assist, assist EMS crew	
20-0001609	0	07/08/2020	05:35:10	618 Fifth	311 Medical assist, assist EMS crew	
20-0001610	0	07/08/2020	07:24:24	606 Kenilworth	311 Medical assist, assist EMS crew	
20-0001611	0	07/08/2020	10:40:16	1104 Orman	311 Medical assist, assist EMS crew	
20-0001612	0	07/08/2020	11:35:44	2709 Airport	611 Dispatched & cancelled en route	
20-0001613	0	07/08/2020	12:55:29	605 Woodland (West)	311 Medical assist, assist EMS crew	
20-0001614	0	07/08/2020	15:55:32	2650 Abutment	611 Dispatched & cancelled en route	
20-0001615	0	07/08/2020	16:25:25	803 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001616	0	07/08/2020	16:38:40	1110 Burleyson	611 Dispatched & cancelled en route	
20-0001617	0	07/08/2020	17:20:37	711 Hamilton (South)	611 Dispatched & cancelled en route	
20-0001618	0	07/08/2020	18:24:16	225 Westerly	622 No Incident found on arrival at	
20-0001619	0	07/08/2020	18:19:58	606 Silver	311 Medical assist, assist EMS crew	
20-0001620	0	07/08/2020	20:50:09	1302 Woodsdale	311 Medical assist, assist EMS crew	
20-0001621	0	07/08/2020	22:12:18	314 Sycamore	744 Detector activation, no fire -	
20-0001622	0	07/09/2020	03:47:33	907 Hardwick	311 Medical assist, assist EMS crew	
20-0001623	0	07/09/2020	04:37:29	713 Morris (East)	311 Medical assist, assist EMS crew	
20-0001624	0	07/09/2020	10:36:32	1805 Shadow	311 Medical assist, assist EMS crew	
20-0001625	0	07/09/2020	10:48:23	519 Hawthorne (West)	311 Medical assist, assist EMS crew	

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

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001626	0	07/09/2020	11:56:06	1916 Fairfield	553 Public service	
20-0001627	0	07/09/2020	12:59:44	836 McAfee	311 Medical assist, assist EMS crew	
20-0001628	0	07/09/2020	18:53:04	1331 Walnut (West)	743 Smoke detector activation, no fire	
20-0001629	0	07/09/2020	19:07:21	1203 Acme	311 Medical assist, assist EMS crew	
20-0001630	0	07/09/2020	19:15:17	100 Brothers	311 Medical assist, assist EMS crew	
20-0001631	0	07/09/2020	20:20:33	500 Thornton (South)	735 Alarm system sounded due to	
20-0001632	0	07/09/2020	21:54:49	1008 May	311 Medical assist, assist EMS crew	
20-0001633	0	07/10/2020	00:11:33	1007 Underwood	611 Dispatched & cancelled en route	
20-0001634	0	07/10/2020	04:18:30	908 Elk	731 Sprinkler activation due to	
20-0001635	0	07/10/2020	06:08:16	Walnut (East)	611 Dispatched & cancelled en route	
20-0001636	0	07/10/2020	08:53:20	2125 Walnut (East)	745 Alarm system activation, no fire -	
20-0001637	0	07/10/2020	12:13:50	1104 Walston	311 Medical assist, assist EMS crew	
20-0001638	0	07/10/2020	15:28:41	1030 Willowdale	311 Medical assist, assist EMS crew	
20-0001639	0	07/10/2020	17:58:42	1012 May	311 Medical assist, assist EMS crew	
20-0001640	0	07/10/2020	19:20:44	512 Abigail	311 Medical assist, assist EMS crew	
20-0001641	0	07/10/2020	22:46:35	881 Holiday Inn	311 Medical assist, assist EMS crew	
20-0001642	0	07/10/2020	23:41:44	I-75 S. Bound	324 Motor Vehicle Accident with no	
20-0001643	0	07/11/2020	02:23:36	Glenwood (North)	413 Oil or other combustible liquid	
20-0001644	0	07/11/2020	02:33:43	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001645	0	07/11/2020	07:22:01	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001646	0	07/11/2020	10:55:59	Tibbs (North)	322 Motor vehicle accident with	
20-0001647	0	07/11/2020	12:41:48	136 Nickie	311 Medical assist, assist EMS crew	
20-0001648	0	07/11/2020	12:59:44	418 Spencer (North)	311 Medical assist, assist EMS crew	
20-0001649	0	07/11/2020	14:53:25	1011 Morris (East)	311 Medical assist, assist EMS crew	
20-0001650	0	07/11/2020	15:39:39	606 Silver	311 Medical assist, assist EMS crew	
20-0001651	0	07/11/2020	16:33:59	1737 Brighton	311 Medical assist, assist EMS crew	
20-0001652	0	07/11/2020	16:46:52	816 Walnut Square	611 Dispatched & cancelled en route	
20-0001653	0	07/12/2020	00:07:51	2224 Chattanooga	311 Medical assist, assist EMS crew	
20-0001654	0	07/12/2020	11:03:06	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001655	0	07/13/2020	00:03:34	521 Selvidge St. (North)	311 Medical assist, assist EMS crew	
20-0001656	0	07/13/2020	00:40:35	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001657	0	07/13/2020	00:55:00	818 Shugart	311 Medical assist, assist EMS crew	

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

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001658	0	07/13/2020	14:46:18	906 Thornton (South)	611 Dispatched & cancelled en route	
20-0001659	0	07/13/2020	15:01:29	North Bypass	322 Motor vehicle accident with	
20-0001660	0	07/13/2020	19:35:06	1475 Westover	611 Dispatched & cancelled en route	
20-0001661	0	07/13/2020	20:59:10	1795 Carter	311 Medical assist, assist EMS crew	
20-0001662	0	07/13/2020	22:03:54	1110 Burleyson	311 Medical assist, assist EMS crew	
20-0001663	0	07/14/2020	07:58:37	815 Shugart	311 Medical assist, assist EMS crew	
20-0001664	0	07/14/2020	08:02:21	1411 Burgess	311 Medical assist, assist EMS crew	
20-0001665	0	07/14/2020	08:03:42	902 Sandy Dunes	311 Medical assist, assist EMS crew	
20-0001666	0	07/14/2020	14:52:05	1212 Broadrick	743 Smoke detector activation, no fire	
20-0001667	0	07/14/2020	16:59:56	304 Easterling (South)	311 Medical assist, assist EMS crew	
20-0001668	0	07/14/2020	18:52:27	1613 Beechland	311 Medical assist, assist EMS crew	
20-0001669	0	07/14/2020	21:53:22	626 Fourth	522 Water or steam leak	
20-0001670	0	07/14/2020	22:59:22	Chattanooga	322 Motor vehicle accident with	
20-0001671	0	07/15/2020	08:04:58	1903 Hamilton (South)	735 Alarm system sounded due to	
20-0001672	0	07/15/2020	09:59:09	501 Alice	441 Heat from short circuit (wiring),	
20-0001673	0	07/15/2020	11:44:41	441 Fourth	611 Dispatched & cancelled en route	
20-0001674	0	07/16/2020	03:52:05	711 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0001675	0	07/16/2020	08:07:14	1923 Sourwood	311 Medical assist, assist EMS crew	
20-0001676	0	07/16/2020	11:16:36	905 Hamilton (South)	111 Building fire	\$1,200
20-0001677	0	07/16/2020	12:54:38	950 Riverbend	311 Medical assist, assist EMS crew	
20-0001678	0	07/16/2020	13:18:04	800 Thornton	311 Medical assist, assist EMS crew	
20-0001679	0	07/16/2020	13:30:56	501 Central	611 Dispatched & cancelled en route	
20-0001680	0	07/16/2020	14:01:08	1416 Walston	311 Medical assist, assist EMS crew	
20-0001681	0	07/16/2020	14:12:51	501 Central	611 Dispatched & cancelled en route	
20-0001682	0	07/16/2020	14:46:30	501 Central	611 Dispatched & cancelled en route	
20-0001683	0	07/16/2020	17:25:08	South Bypass	143 Grass fire	
20-0001684	0	07/16/2020	19:12:59	916 Lakeshore (West)	311 Medical assist, assist EMS crew	
20-0001685	0	07/16/2020	19:15:15	1812 Ridgefield	442 Overheated motor	
20-0001686	0	07/17/2020	05:50:47	637 Fireside	311 Medical assist, assist EMS crew	
20-0001687	0	07/17/2020	08:33:09	315 Bowen	500 Service Call, other	
20-0001688	0	07/17/2020	10:49:44	1001 Market	311 Medical assist, assist EMS crew	
20-0001689	0	07/17/2020	11:11:51	1109 Burleyson	744 Detector activation, no fire -	

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Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001690	0	07/17/2020	12:35:04	205 Selvidge St. (North)	744 Detector activation, no fire -	
20-0001691	0	07/17/2020	14:11:04	1100 Boylston	311 Medical assist, assist EMS crew	
20-0001692	0	07/17/2020	15:49:14	I-75 S. Bound	132 Road freight or transport vehicle	\$75,000
20-0001693	0	07/17/2020	17:19:47	1617 Beechland	311 Medical assist, assist EMS crew	
20-0001694	0	07/17/2020	21:23:04	1104 Walston	611 Dispatched & cancelled en route	
20-0001695	0	07/17/2020	22:22:20	243 Hamilton (North)	311 Medical assist, assist EMS crew	
20-0001696	0	07/17/2020	23:43:34	415 Cedar	522 Water or steam leak	
20-0001697	0	07/18/2020	05:34:48	431 Cedar	311 Medical assist, assist EMS crew	
20-0001698	0	07/18/2020	08:47:20	2209 Raintree	311 Medical assist, assist EMS crew	
20-0001699	0	07/18/2020	08:52:19	1218 Broadrick	311 Medical assist, assist EMS crew	
20-0001700	0	07/18/2020	09:19:03	I-75 S. Bound	611 Dispatched & cancelled en route	
20-0001701	0	07/18/2020	09:20:31	338 I-75 S. Bound	322 Motor vehicle accident with	
20-0001702	0	07/18/2020	12:14:46	Hamilton (South)	444 Power line down	
20-0001703	0	07/18/2020	12:39:48	885 Shugart	322 Motor vehicle accident with	
20-0001704	0	07/18/2020	12:50:06	Chattanooga	322 Motor vehicle accident with	
20-0001705	0	07/18/2020	13:11:07	2128 Chatham	142 Brush or brush-and-grass mixture	\$500
20-0001706	0	07/18/2020	14:11:34	1916 Fairington	743 Smoke detector activation, no fire	
20-0001707	0	07/18/2020	19:43:35	609 Thornton (South)	311 Medical assist, assist EMS crew	
20-0001708	0	07/18/2020	22:10:56	Dixie (South)	622 No Incident found on arrival at	
20-0001709	0	07/19/2020	00:12:30	1015 Lakeshore (East)	311 Medical assist, assist EMS crew	
20-0001710	0	07/19/2020	01:06:03	132 Levi	311 Medical assist, assist EMS crew	
20-0001711	0	07/19/2020	01:45:12	1104 Willowdale	553 Public service	
20-0001712	0	07/19/2020	04:02:55	1015 Lakeshore (East)	311 Medical assist, assist EMS crew	
20-0001713	0	07/19/2020	09:36:47	101 Cappes	622 No Incident found on arrival at	
20-0001714	0	07/19/2020	14:59:08	1208 Frazier	743 Smoke detector activation, no fire	
20-0001715	0	07/19/2020	16:17:26	MM I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001716	0	07/19/2020	16:43:34	702 Emmons	611 Dispatched & cancelled en route	
20-0001717	0	07/19/2020	17:57:45	1435 Heather	311 Medical assist, assist EMS crew	
20-0001718	0	07/19/2020	21:13:12	1306 Underwood	311 Medical assist, assist EMS crew	
20-0001719	0	07/19/2020	23:40:16	1015 Lakeshore (East)	611 Dispatched & cancelled en route	
20-0001720	0	07/20/2020	04:11:40	1707 Willow Oak	311 Medical assist, assist EMS crew	
20-0001721	0	07/20/2020	07:49:39	Memorial	743 Smoke detector activation, no fire	

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Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001722	0	07/20/2020	12:48:50	1318 Underwood	131 Passenger vehicle fire	\$1,000
20-0001723	0	07/20/2020	14:16:21	1306 Rio Vista	311 Medical assist, assist EMS crew	
20-0001724	0	07/20/2020	21:23:42	1386 Lida	311 Medical assist, assist EMS crew	
20-0001725	0	07/21/2020	02:41:57	1000 Manly	311 Medical assist, assist EMS crew	
20-0001726	0	07/21/2020	02:56:50	1304 Georgian	251 Excessive heat, scorch burns with	
20-0001727	0	07/21/2020	05:07:56	2120 Holly	311 Medical assist, assist EMS crew	
20-0001728	0	07/21/2020	05:15:43	1800 Underwood	311 Medical assist, assist EMS crew	
20-0001729	0	07/21/2020	06:20:23	300 Autumn	311 Medical assist, assist EMS crew	
20-0001730	0	07/21/2020	12:11:24	1916 Fairington	743 Smoke detector activation, no fire	
20-0001731	0	07/21/2020	12:50:52	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001732	0	07/21/2020	15:37:29	1320 Winton	311 Medical assist, assist EMS crew	
20-0001733	0	07/21/2020	15:49:19	1706 Brandywine	311 Medical assist, assist EMS crew	
20-0001734	0	07/21/2020	16:33:20	1306 Georgian	311 Medical assist, assist EMS crew	
20-0001735	0	07/21/2020	17:45:51	1008 May	311 Medical assist, assist EMS crew	
20-0001736	0	07/21/2020	18:48:14	806 Dogwood	746 Carbon monoxide detector	
20-0001737	0	07/21/2020	23:25:52	1220 Broadrick	734 Heat detector activation due to	
20-0001738	0	07/22/2020	03:36:06	550 Callahan	745 Alarm system activation, no fire -	
20-0001739	0	07/22/2020	04:19:30	824 Beirut	311 Medical assist, assist EMS crew	
20-0001740	0	07/22/2020	11:49:59	1502 Thornton (North)	311 Medical assist, assist EMS crew	
20-0001741	0	07/22/2020	14:06:16	600 Spring	444 Power line down	
20-0001742	0	07/22/2020	14:31:48	1010 Vista	741 Sprinkler activation, no fire -	
20-0001743	0	07/22/2020	14:50:32	608 Silver	611 Dispatched & cancelled en route	
20-0001744	0	07/22/2020	16:03:42	418 Chattanooga	444 Power line down	\$4,500
20-0001745	0	07/22/2020	16:49:03	1015 Lakeshore (East)	311 Medical assist, assist EMS crew	
20-0001746	0	07/22/2020	17:02:17	475 Reed	735 Alarm system sounded due to	
20-0001747	0	07/22/2020	20:40:20	2681 Underwood	311 Medical assist, assist EMS crew	
20-0001748	0	07/22/2020	22:15:26	2305 Abutment	311 Medical assist, assist EMS crew	
20-0001749	0	07/23/2020	05:47:38	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0001750	0	07/23/2020	11:48:23	1010 Vista	745 Alarm system activation, no fire -	
20-0001751	0	07/23/2020	13:16:48	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001752	0	07/23/2020	21:02:39	Cross Plains	311 Medical assist, assist EMS crew	
20-0001753	0	07/23/2020	21:25:02	2311 Dug Gap	622 No Incident found on arrival at	

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Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001754	0	07/24/2020	02:42:58	509 Crawford (West)	311 Medical assist, assist EMS crew	
20-0001755	0	07/24/2020	03:13:30	612 Dantzler	311 Medical assist, assist EMS crew	
20-0001756	0	07/24/2020	10:39:10	818 J & J	443 Breakdown of light ballast	
20-0001757	0	07/24/2020	11:12:58	205 Selvidge St. (North)	251 Excessive heat, scorch burns with	
20-0001758	0	07/24/2020	11:18:57	Chattanooga	622 No Incident found on arrival at	
20-0001759	0	07/24/2020	11:22:24	869 College	611 Dispatched & cancelled en route	
20-0001760	0	07/24/2020	12:33:31	MLK Jr.	324 Motor Vehicle Accident with no	
20-0001761	0	07/24/2020	18:16:16	341 I-75 S. Bound	611 Dispatched & cancelled en route	
20-0001762	0	07/24/2020	21:10:05	1012 May	311 Medical assist, assist EMS crew	
20-0001763	0	07/25/2020	04:18:09	600 Walnut (West)	311 Medical assist, assist EMS crew	
20-0001764	0	07/25/2020	04:19:49	1907 Chattanooga	311 Medical assist, assist EMS crew	
20-0001765	0	07/25/2020	06:50:14	807 Underwood	311 Medical assist, assist EMS crew	
20-0001766	0	07/25/2020	07:41:31	2311 Chattanooga	651 Smoke scare, odor of smoke	
20-0001767	0	07/25/2020	09:04:25	519 Hawthorne (West)	311 Medical assist, assist EMS crew	
20-0001768	0	07/25/2020	09:13:23	MM337 I-75 N. Bound	322 Motor vehicle accident with	
20-0001769	0	07/25/2020	11:57:22	1406 Stacy	311 Medical assist, assist EMS crew	
20-0001770	0	07/25/2020	15:09:44	I-75 S. Bound	322 Motor vehicle accident with	
20-0001771	0	07/25/2020	16:42:41	612 Dantzler	311 Medical assist, assist EMS crew	
20-0001772	0	07/25/2020	17:36:17	Glenwood (North)	445 Arcing, shorted electrical	
20-0001773	0	07/25/2020	20:08:40	1320 Morris (East)	311 Medical assist, assist EMS crew	
20-0001774	0	07/25/2020	22:22:31	1335 Crescent	311 Medical assist, assist EMS crew	
20-0001775	0	07/25/2020	23:24:20	1502 Anthony	311 Medical assist, assist EMS crew	
20-0001776	0	07/25/2020	23:31:49	591 Stillwood	311 Medical assist, assist EMS crew	
20-0001777	0	07/25/2020	23:34:36	319 Hamilton (North)	743 Smoke detector activation, no fire	
20-0001778	0	07/26/2020	02:40:06	1068 Dozier	311 Medical assist, assist EMS crew	
20-0001779	0	07/26/2020	06:24:13	2005 Chatham	733 Smoke detector activation due to	
20-0001780	0	07/26/2020	06:33:07	410 Jennifer	736 CO detector activation due to	
20-0001781	0	07/26/2020	11:36:16	869 Holiday Inn	311 Medical assist, assist EMS crew	
20-0001782	0	07/26/2020	14:24:38	1212 Broadrick	311 Medical assist, assist EMS crew	
20-0001783	0	07/26/2020	16:25:21	Rowena	311 Medical assist, assist EMS crew	
20-0001784	0	07/26/2020	16:54:57	806 Jamestown	311 Medical assist, assist EMS crew	
20-0001785	0	07/26/2020	18:05:39	Cleveland	611 Dispatched & cancelled en route	

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Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001786	0	07/26/2020	18:26:25	835 Shugart	311 Medical assist, assist EMS crew	
20-0001787	0	07/26/2020	18:40:43	1275 Cross Plains	311 Medical assist, assist EMS crew	
20-0001788	0	07/26/2020	20:37:02	811 Riverbend	324 Motor Vehicle Accident with no	
20-0001789	0	07/26/2020	21:42:57	1619 Crow Valley	611 Dispatched & cancelled en route	
20-0001790	0	07/26/2020	21:53:24	Thornton (North)	311 Medical assist, assist EMS crew	
20-0001791	0	07/27/2020	00:48:11	308 Tarver	311 Medical assist, assist EMS crew	
20-0001792	0	07/27/2020	05:58:23	1210 Royal	311 Medical assist, assist EMS crew	
20-0001793	0	07/27/2020	07:36:29	820 Riverbend	311 Medical assist, assist EMS crew	
20-0001794	0	07/27/2020	12:00:34	205 Boring	611 Dispatched & cancelled en route	
20-0001795	0	07/27/2020	12:15:25	1001 Willow Park Lane	561 Unauthorized burning	
20-0001796	0	07/27/2020	12:28:37	1116 Willowdale	611 Dispatched & cancelled en route	
20-0001797	0	07/27/2020	13:31:48	911 Clark	311 Medical assist, assist EMS crew	
20-0001798	0	07/27/2020	13:44:54	1907 Chattanooga	611 Dispatched & cancelled en route	
20-0001799	0	07/27/2020	14:16:51	543 Callahan	745 Alarm system activation, no fire -	
20-0001800	0	07/27/2020	16:28:28	Morris (East)	322 Motor vehicle accident with	
20-0001801	0	07/27/2020	17:40:39	312 Matilda (East)	311 Medical assist, assist EMS crew	
20-0001802	0	07/27/2020	19:51:55	711 Hamilton (South)	311 Medical assist, assist EMS crew	
20-0001803	0	07/27/2020	21:01:57	Veterans	311 Medical assist, assist EMS crew	
20-0001804	0	07/27/2020	22:28:35	1616 Beechland	311 Medical assist, assist EMS crew	
20-0001805	0	07/28/2020	00:21:19	1507 Tibbs (North)	311 Medical assist, assist EMS crew	
20-0001806	0	07/28/2020	06:20:00	416 Glenwood (North)	311 Medical assist, assist EMS crew	
20-0001807	0	07/28/2020	10:36:37	2450 Abutment	622 No Incident found on arrival at	
20-0001808	0	07/28/2020	10:53:32	824 Beirut	311 Medical assist, assist EMS crew	
20-0001809	0	07/28/2020	12:59:15	Chattanooga	322 Motor vehicle accident with	
20-0001810	0	07/28/2020	15:16:56	315 Sycamore	311 Medical assist, assist EMS crew	
20-0001811	0	07/28/2020	17:04:29	I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001812	0	07/28/2020	17:24:00	Threadmill	324 Motor Vehicle Accident with no	
20-0001813	0	07/28/2020	22:55:48	1901 Middle Summit	311 Medical assist, assist EMS crew	
20-0001814	0	07/28/2020	23:06:35	1116 Willowdale	311 Medical assist, assist EMS crew	
20-0001815	0	07/29/2020	07:00:51	Walnut (East)	611 Dispatched & cancelled en route	
20-0001816	0	07/29/2020	07:12:23	1015 Delaware	611 Dispatched & cancelled en route	
20-0001817	0	07/29/2020	09:16:34	1218 Broadrick	743 Smoke detector activation, no fire	

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

Alarm Date Between {07/01/2020} And {07/31/2020}

Incident	Exp	Alm Date	Time	Location	Incident Type	Est Loss
20-0001818	0	07/29/2020	13:16:45	902 Park Canyon	311 Medical assist, assist EMS crew	
20-0001819	0	07/29/2020	13:58:06	1500 Manly	311 Medical assist, assist EMS crew	
20-0001820	0	07/29/2020	14:34:29	712 Jackson	611 Dispatched & cancelled en route	
20-0001821	0	07/29/2020	15:22:32	1000 Vista	611 Dispatched & cancelled en route	
20-0001822	0	07/29/2020	17:33:31	2100 Threadmill	322 Motor vehicle accident with	
20-0001823	0	07/29/2020	18:55:49	1365 Walnut (West)	322 Motor vehicle accident with	
20-0001824	0	07/29/2020	19:59:59	608 Silver	311 Medical assist, assist EMS crew	
20-0001825	0	07/29/2020	21:42:04	875 Shugart	412 Gas leak (natural gas or LPG)	
20-0001826	0	07/30/2020	07:32:11	1225 Valencia	743 Smoke detector activation, no fire	
20-0001829	0	07/30/2020	14:59:00	1208 Frazier	735 Alarm system sounded due to	
20-0001830	0	07/30/2020	18:54:58	815 Shugart	311 Medical assist, assist EMS crew	
20-0001831	0	07/30/2020	19:27:09	North Bypass	611 Dispatched & cancelled en route	
20-0001832	0	07/30/2020	19:41:08	705 Arbella	311 Medical assist, assist EMS crew	
20-0001833	0	07/30/2020	22:11:20	442 Hamilton (North)	743 Smoke detector activation, no fire	
20-0001834	0	07/30/2020	23:09:42	1909 Walnut (East)	611 Dispatched & cancelled en route	
20-0001835	0	07/30/2020	23:11:02	612 Fifth	311 Medical assist, assist EMS crew	
20-0001836	0	07/31/2020	00:21:50	338 I-75 N. Bound	611 Dispatched & cancelled en route	
20-0001837	0	07/31/2020	08:27:25	1709 Briarcliff	311 Medical assist, assist EMS crew	
20-0001838	0	07/31/2020	14:16:13	2475 Abutment	311 Medical assist, assist EMS crew	
20-0001839	0	07/31/2020	19:21:23	2225 Walnut (East)	651 Smoke scare, odor of smoke	
20-0001840	0	07/31/2020	19:31:04	700 Phoenix	311 Medical assist, assist EMS crew	
20-0001841	0	07/31/2020	20:06:19	1100 Riverbend	311 Medical assist, assist EMS crew	
20-0001842	0	07/31/2020	20:38:48	100 Walnut (West)	441 Heat from short circuit (wiring),	
20-0001843	0	07/31/2020	22:35:12	1200 Memorial	733 Smoke detector activation due to	
20-0001844	0	07/31/2020	22:36:05	612 Callahan	324 Motor Vehicle Accident with no	
Total Incident Count		281			Total Est Loss	\$82,200

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Incident Type Period Comparisons

Alarm Date Between {07/01/2020} and {07/31/2020}

Incident Type	07/01/2020 to 07/31/2020	07/01/2019 to 07/31/2019	07/01/2018 to 07/31/2018	07/01/2017 to 07/31/2017
100 Fire, Other	0	1	0	0
111 Building fire	1	4	2	6
113 Cooking fire, confined to container	0	1	0	3
123 Fire in portable building, fixed location	0	1	0	1
131 Passenger vehicle fire	1	0	2	2
132 Road freight or transport vehicle fire	1	0	0	0
140 Natural vegetation fire, Other	0	1	0	0
142 Brush or brush-and-grass mixture fire	2	0	1	0
143 Grass fire	1	1	0	0
151 Outside rubbish, trash or waste fire	0	0	2	1
154 Dumpster or other outside trash receptacle fire	0	0	2	1
251 Excessive heat, scorch burns with no ignition	2	1	0	0
311 Medical assist, assist EMS crew	150	217	208	207
322 Motor vehicle accident with injuries	15	15	12	2
323 Motor vehicle/pedestrian accident (MV Ped)	0	0	2	0
324 Motor Vehicle Accident with no injuries	5	6	5	2
341 Search for person on land	0	0	1	0
350 Extrication, rescue, Other	0	1	1	0
352 Extrication of victim(s) from vehicle	0	1	1	0
353 Removal of victim(s) from stalled elevator	0	2	0	0
360 Water & ice-related rescue, other	0	0	2	0
363 Swift water rescue	0	0	0	1
411 Gasoline or other flammable liquid spill	1	0	3	0
412 Gas leak (natural gas or LPG)	1	3	2	3
413 Oil or other combustible liquid spill	1	0	0	2
421 Chemical hazard (no spill or leak)	0	0	1	0
422 Chemical spill or leak	0	0	1	0
424 Carbon monoxide incident	0	0	1	1
441 Heat from short circuit (wiring), defective/worn	2	0	0	0
442 Overheated motor	1	0	0	0

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Incident Type Period Comparisons

Alarm Date Between {07/01/2020} and {07/31/2020}

Incident Type	07/01/2020 to 07/31/2020	07/01/2019 to 07/31/2019	07/01/2018 to 07/31/2018	07/01/2017 to 07/31/2017
443 Breakdown of light ballast	1	0	0	0
444 Power line down	3	1	2	5
445 Arcing, shorted electrical equipment	1	2	1	2
461 Building or structure weakened or collapsed	0	1	0	1
500 Service Call, other	1	1	0	0
510 Person in distress, Other	0	1	0	1
511 Lock-out	0	0	0	1
522 Water or steam leak	2	3	0	1
531 Smoke or odor removal	0	0	3	0
551 Assist police or other governmental agency	0	2	0	1
552 Police matter	0	1	0	0
553 Public service	3	2	0	1
561 Unauthorized burning	1	1	2	0
600 Good intent call, Other	0	1	1	1
611 Dispatched & cancelled en route	45	30	30	32
622 No Incident found on arrival at dispatch address	8	7	7	2
631 Authorized controlled burning	0	0	0	1
651 Smoke scare, odor of smoke	2	2	1	2
652 Steam, vapor, fog or dust thought to be smoke	0	0	1	0
661 EMS call, party transported by non-fire agency	0	0	0	1
671 HazMat release investigation w/no HazMat	0	1	0	0
711 Municipal alarm system, malicious false alarm	0	0	1	1
715 Local alarm system, malicious false alarm	0	0	0	1
731 Sprinkler activation due to malfunction	1	0	0	1
732 Extinguishing system activation due to	0	0	2	0
733 Smoke detector activation due to malfunction	2	6	7	8
734 Heat detector activation due to malfunction	1	2	0	0
735 Alarm system sounded due to malfunction	4	3	6	8
736 CO detector activation due to malfunction	1	0	0	0
740 Unintentional transmission of alarm, Other	0	1	0	0

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Incident Type Period Comparisons

Alarm Date Between {07/01/2020} and {07/31/2020}

Incident Type	07/01/2020 to 07/31/2020	07/01/2019 to 07/31/2019	07/01/2018 to 07/31/2018	07/01/2017 to 07/31/2017
741 Sprinkler activation, no fire - unintentional	1	3	0	1
743 Smoke detector activation, no fire -	11	10	12	13
744 Detector activation, no fire - unintentional	3	1	1	0
745 Alarm system activation, no fire - unintentional	5	5	10	10
746 Carbon monoxide detector activation, no CO	1	0	0	0
Totals	<hr/> 281	<hr/> 342	<hr/> 336	<hr/> 327

Dalton Fire Department

Monthly Emergency Response Time Analysis

Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	8	2.6%
	01	41	13.5%
	02	70	23.1%
	03	81	26.7%
	04	54	17.8%
	05	25	8.2%
	06	12	3.9%
	07	6	1.9%
	08	3	0.9%
	09	2	0.6%
	11	1	0.3%

Overall Average Response Time: 00:03:35

Dalton Fire Department

Monthly Non-Emergency Response Time Analysis

Non-Emergency Responses

Response		Count	Percentage
Hrs	Mins		
	< 01	1	2.0%
	01	3	6.0%
	02	8	16.0%
	03	12	24.0%
	04	6	12.0%
	05	5	10.0%
	06	1	2.0%
	07	4	8.0%
	08	7	14.0%
	09	1	2.0%
	10	1	2.0%
	12	1	2.0%

Overall Average Response Time: 00:05:00

**Dalton Fire Department
Medical Incident Study
EMS On scene/Not on scene Prior to DFD Comparison
7/1/20 –7/31/20**

Total incidents in time period – 170

EMS on-scene prior to DFD – 60

EMS not on-scene prior – 120

During the month of July, Dalton Fire Department arrived on-scene prior to Hamilton EMS on 70% of medical responses.

Training Division Monthly Report

July 2020

Overview

A course addressing updates to radio communications equipment was delivered to all suppression personnel. Dalton Police Department delivered a course on active threat response and tactical movement that included scenario-based evolutions conducted at Brookwood Elementary School. Members of the department's technical rescue team delivered a unit on confined space awareness to Dalton Public Works personnel. Sessions 3 and 4 of a 40-hour EMT/Paramedic refresher course were delivered to all licensed medical providers. The department hosted week 2 of Georgia Fire Academy's 80-hour Fire Department Management course with 12 students completing the course and gaining NPQ Fire Officer 2 certification. The department conducted its first ever NPQ test for pumping apparatus driver operator with 12 candidates challenging the exam. 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 2,686.

Outside Schools

5 DFD personnel attended Preparation for Initial Company Operations at Gordon County Fire Department.

2 DFD personnel attended Strategy & Tactics for Initial Company Operations at Gordon County Fire Department.

2 DFD personnel attended Decision Making for Initial Company Operations at Gordon County Fire Department.

1 company officer attended the National Fire Academy's Executive Skills Series course on leadership to facilitate adaptive change at GPSTC.

Support Functions

- 172 hours were spent completing apparatus checks and equipment replenishment
- Cleaning and maintenance activities accounted for 912 hours in July
- 33 hours were attributed to hydrant detail
- 3 hours were dedicated to fire investigation and related activities
- SCBA maintenance consumed 17 hours during the month

Prevention Division Monthly Report

July 2020

Inspections

Annual Inspections	Total:	45
Apartment Inspections	Total:	
Site Inspections	Total:	48
Fire Alarm Inspection	Total:	2
Sprinkler System Inspection	Total:	1
New Kitchen Hood Inspections	Total:	
Knox Box Installation	Total:	2
Occupational Tax Certificate Inspections	Total:	16
Alcohol Inspections	Total:	
50 Percent Inspections	Total:	
80 Percent Inspections	Total:	3
100 Percent Inspections	Total:	
Pre-Incident Surveys	Total:	63
Plan Reviews	Total:	8
Addressing	Total:	1
Total Inspections		189

Public Relations

Fire Safety Education

Events	Total:	4
Staff Members Participated	Total:	12
Staff Hours	Total:	17
Number of Adults Reached	Total:	312
Number of Children Reached	Total:	216
Total Residents Reached		528

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
07/13/2020	13:50	20788 John Kiker Construction 855 Abutment RD /Suite 5	0.02	
07/13/2020	15:10	20784 World Floor Covering Association 855 Abutment RD /Suite 1	0.02	
07/02/2020	10:12	20814 Waffle House 2505 Walnut (East) AVE	0.19	
07/06/2020	10:23	20007 Gill's Grill 1511 Abutment RD	0.09	
07/06/2020	11:06	20075 American Industrial Product 2450 Abutment RD /Suite 3	0.06	
07/06/2020	10:59	20216 Doteco 2450 Abutment RD /Suite 7	0.09	
07/06/2020	11:14	20041 Emcor Services 2450 Abutment RD /Suite 1 & 2	1.36	
07/06/2020	10:20	20256 Generation Green Recycling 2488 Abutment RD	0.21	
07/06/2020	10:54	20218 Essex Inc. 2450 Abutment RD /Suite 6	0.08	
07/07/2020	10:13	20010 Shaw Plant DM/LS 1627/31 Abutment RD	0.11	
07/07/2020	10:20	20301 N.W. Ga Family Crisis Center 136 Nickie DR	0.39	
07/07/2020	10:05	20724 The Battle Grounds 2708 Airport RD /1	0.32	
07/10/2020	13:57	20686 Innervation 515 Benjamin WAY /suites 300 &302	0.03	
07/10/2020	14:07	20690 Hamilton Home Health and Hospice 517 Benjamin WAY /517/400-406	0.10	
07/10/2020	14:00	20687 Whitfield County Republican Party 515 Benjamin WAY /suites 304 &306	0.02	
07/09/2020	10:50	20558 Affordable Vision 1805 Walnut (East) AVE	0.01	
07/10/2020	07:56	10535 Carniceria Nacho Underwood ST	0.75	
07/14/2020	08:00	20249 Milliken Industries 2410 Abutment RD	0.80	
07/14/2020	08:22	20785 Floor Covering Industry Foundation 855 Abutment RD /Suite 2	0.01	
07/14/2020	08:18	2P005 The 855 Building 855 Abutment RD /Suite 6	0.01	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
07/14/2020	08:21	20786 EF Floors & Design 855 Abutment RD /Suite 3	0.01	
07/14/2020	08:15	20789 Neo Graphics 855 Abutment RD /Suite 6	0.05	
07/14/2020	12:47	20483 Bargain Hunt 2121 Walnut (East) AVE	0.14	
07/14/2020	10:27	20751 Harbor Freight Tools 2125 Walnut (East) AVE	0.20	
07/16/2020	13:55	20258 Advanced Machine Tech /Quality Spring 2600 Abutment RD	0.11	
07/16/2020	09:29	10184 Morris Inovative High School 104 Fort Hill TER	0.46	
07/16/2020	10:41	10687 Blue Ridge Elementary Schools 100 Bogle (South) ST	0.21	
07/16/2020	11:09	50089 Park Creek Elementary School 1500 Hale-Bowen DR	0.63	
07/17/2020	09:35	50004 Dalton Middle School 1250 Cross Plains TRL	1.55	
07/20/2020	13:57	20254 Leading the Way Transport 2473 Abutment RD	0.06	
07/20/2020	10:07	50137 Christian Heritage High School 1601 MLK Jr. BLVD	0.52	
07/20/2020	13:36	50094 Christian Heritage Elementary School 1600 MLK Jr. BLVD	0.66	
07/21/2020	13:19	10799 Northstar School 307 Fredrick (South) ST	1.22	
07/24/2020	13:09	10524 Westwood Elementary School 708 Trammell ST	0.24	
07/24/2020	15:23	20091 Brookwood Elementary School 501 Central AVE	0.09	
07/24/2020	08:02	10440 Roan Street Elementary School 1116 Roan ST	0.68	
07/27/2020	09:03	40139 Seventh Day Adventist/Learning Tree 300 Tibbs (South) RD	0.09	
07/28/2020	10:08	20717 Walgreens 2225 Walnut (East) AVE	0.13	
07/28/2020	10:30	10280 Tasker's Barber and Salon 310 Hamilton (South) ST	0.12	
07/28/2020	12:42	10070 City Park School 405 School ST	1.89	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
200 INSPECTION - Annual				
07/28/2020	11:34	10355 Dalton High School 1500 Manly ST	1.08	
07/29/2020	13:10	2P020 Foster Plaza 2705 Airport RD	0.12	
07/30/2020	13:46	10479 Dalton Public Schools IT 101 Thornton (North) AVE	0.15	
07/30/2020	14:06	50094 Christian Heritage Elementary School 1600 MLK Jr. BLVD	0.01	
07/30/2020	14:05	50137 Christian Heritage High School 1601 MLK Jr. BLVD	0.01	
Total Activities for Type: 45			15.10	

210 INSPECTION - Site Inspection				
07/29/2020		10565 Saint Joseph Clinic 1102 Waugh (West) ST	0.00	
07/29/2020		40096 Fairfield Inn & Suites 786 College DR	0.00	
07/14/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
07/28/2020		50151 Hammond Creek Middle School 330 Pleasant Grove DR NE	0.00	
07/27/2020		50053 Kroger 1205 Glenwood (North) AVE /Suite 5	0.00	
07/27/2020		20513 Gimmie A 5 880 Walnut Square BLVD	0.00	
07/27/2020		20664 Hot Topic 816 Walnut Square BLVD /Suite 39	0.00	
07/27/2020		10233 Vacant 323 Hamilton (North) ST	0.00	
07/27/2020		40059 Kroger 1365 Walnut (West) AVE	0.00	
07/27/2020		30205 Wal-Mart 815 Shugart RD	0.00	
07/27/2020		20054 Plaze Georgia 310 Brookhollow Ind. BLVD	0.00	
07/27/2020		40020 Holiday Inn Express 934 Market ST	0.00	
07/27/2020		40096 Fairfield Inn & Suites 786 College DR	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
07/27/2020		40059 Kroger 1365 Walnut (West) AVE	0.00	
07/27/2020		40088 Moe's 1507 Walnut (West) AVE /Suite 1	0.00	
07/26/2020	18:00	40059 Kroger 1365 Walnut (West) AVE	0.50	
07/23/2020		10768 Eclectic 79 315 Morris (East) ST	0.00	
07/24/2020	09:17	20585 CSL Plasma 902 Abutment RD	0.05	
07/21/2020		40096 Fairfield Inn & Suites 786 College DR	0.00	
07/21/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
07/22/2020		40020 Holiday Inn Express 934 Market ST	0.00	
07/22/2020		50027 Tiarco-RST 1010 Vista DR	0.00	
07/22/2020		50004 Dalton Middle School 1250 Cross Plains TRL	0.00	
07/17/2020	09:54	50135 Underwood Lodge 1306 Underwood ST	0.01	
07/17/2020		20504 Cox's Apartments 905 Hamilton (South) ST	0.00	
07/20/2020		10742 Stone Ridge Apartments 1104 Walston AVE	0.00	
07/10/2020	10:48	20101 Servicios Latinos 908 Elk ST	0.44	
07/10/2020		20685 Edge Hair Salon 513 Benjamin WAY /suites 212&214	0.00	
07/16/2020		30269 Park Canyon Apartment Homes 284 Park Canyon DR	0.00	
07/14/2020		10288 Sweet Spot 336 Hamilton (South) ST	0.00	
07/10/2020	09:55	50004 Dalton Middle School 1250 Cross Plains TRL	0.01	
07/10/2020	08:45	40020 Holiday Inn Express 934 Market ST	0.09	
07/10/2020	08:21	3P003 Shugart Center 841 Shugart RD	0.09	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
210 INSPECTION - Site Inspection				
07/02/2020	10:10	10701 Park Place Apartments 510 Underwood ST	0.01	
07/02/2020	10:10	50006 Western Sizzlin 501 Legion DR	0.00	
07/08/2020		20703 Tortilleria El Comal 616 Fourth AVE /Suite 1	0.00	
07/07/2020		20370 Subway 906 Thornton (South) AVE /D	0.00	
07/07/2020		50036 Lowe's Home Center 1212 Glenwood (North) AVE	0.00	
07/07/2020		2P007 Dalton Mall 816 Walnut Square BLVD /Suite 2	0.00	
07/06/2020	09:49	10771 American Import Auto Parts LLC. 412 Hamilton (North) ST	0.20	
07/06/2020		20249 Milliken Industries 2410 Abutment RD	0.00	
07/06/2020		20248 Dalyn Rug Co. 2386 Abutment RD	0.00	
07/06/2020		20254 Leading the Way Transport 2473 Abutment RD	0.00	
07/04/2020	22:42	10785 Crescent City Tavern 324 S Depot ST	0.02	
07/04/2020	22:29	10807 Tenoch LLC 319 Hamilton (North) ST	0.20	
07/04/2020	22:55	40035 Oyster Pub 933 Market ST /Suite 12 B	0.03	
07/04/2020	22:57	10505 The Weaving Room 851 Chattanooga AVE	0.01	
Total Activities for Type: 47			1.66	

211 INSPECTION - Plan Review

07/06/2020		20511 Awad Apartment 700 Morris (East) ST	0.00	
07/07/2020		10537 Beautiful Smiles Dentistry 509 Thornton (South) AVE	0.00	
07/10/2020		20585 CSL Plasma 902 Abutment RD	0.00	
07/16/2020		30205 Wal-Mart 815 Shugart RD	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
211 INSPECTION - Plan Review				
07/12/2020		50151 Hammond Creek Middle School 330 Pleasant Grove DR NE	0.00	
07/20/2020		50027 Tiarco-RST 1010 Vista DR	0.00	
07/20/2020		10538 TMobile 2204 Walnut (East) AVE	0.00	
07/21/2020		40012 Home 2 Suites 865 Holiday Inn DR	0.00	
Total Activities for Type:			8	0.00
212 INSPECTION - Fireworks Display				
07/04/2020	17:28	50152 Heritage Point Park 1275 Cross Plains TRL	0.02	
Total Activities for Type:			1	0.02
221 INSPECTION - Fire Alarm				
07/10/2020	09:37	20585 CSL Plasma 902 Abutment RD	0.70	
07/22/2020		20585 CSL Plasma 902 Abutment RD	0.00	
Total Activities for Type:			2	0.70
222 INSPECTION - Sprinkler System				
07/10/2020	09:55	50004 Dalton Middle School 1250 Cross Plains TRL	0.08	
Total Activities for Type:			1	0.08
251 INSPECTION - Knox Box Installation				
07/21/2020		40058 H&R Block 1323 Walnut (West) AVE	0.00	
07/27/2020		30104 Hamilton office 1432 Broadrick DR	0.00	

DALTON

Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
251 INSPECTION - Knox Box Installation				
=====				
Total Activities for Type:			2	0.00
 261 INSPECTION - OTC				

07/28/2020	10:22	20335 G&A Auto Repair 1224 Morris (East) ST	0.06	
07/28/2020		40076 Broken Arrow Tattoo 1514 Walnut (West) AVE /Suite 1	0.00	
07/28/2020		10237 All Chem 437 Hamilton (North) ST	0.00	
07/21/2020		20585 CSL Plasma 902 Abutment RD	0.00	
07/22/2020	09:11	10042 Big Rig Lending 101 Crawford (East) ST /Suite 400	0.68	
07/30/2020	10:46	10321 Sumthin Southern LLC 116 King (West) ST	0.01	
07/30/2020		20146 Andor 419 Glenwood (South) AVE /Dalton, GA 30719	0.00	
07/09/2020	13:31	20451 AJV Enterprises Inc. 710 Hartwood ST	0.24	
07/20/2020	12:58	10380 Tienda Tony 911 Morris (East) ST /A	0.38	
07/02/2020	10:04	10792 Trinity Barbeque 825 Chattanooga AVE /34	2.11	
07/08/2020		50125 JAS Tobacco 601 Flemming ST /Suite A	0.00	
07/08/2020		50034 All Seasons Self Storage 1060 Vista DR	0.00	
07/02/2020	10:11	10188 Vacant 267 Hamilton (North) ST	0.00	
07/01/2020		10178 Bohemy Co Salon and Spa 205 Gordon (West) ST	0.00	
07/01/2020	10:00	10551 Bobby Pins Salon 106 Waugh (West) ST	0.20	
07/13/2020		50027 Tiarco-RST 1010 Vista DR	0.00	

Total Activities for Type:			16	3.68

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Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
280 INSPECTION - 80				
07/17/2020	09:05	50004 Dalton Middle School 1250 Cross Plains TRL	0.28	
07/14/2020		10359 Hamilton Medical Center 1200 Memorial DR	0.00	
07/30/2020		10359 Hamilton Medical Center 1200 Memorial DR	0.00	
Total Activities for Type: 3			0.28	

501 PRE-INCIDENT SURVEY

07/13/2020		50085 La Fiesta 1525 Cleveland HWY /Suite 3	0.00	
07/13/2020		50086 La Fiesta 1525 Cleveland HWY /Suite 2 & 3	0.50	
07/13/2020		50087 Pizza Hut 1525 Cleveland HWY /Suite 1	0.50	
07/13/2020		50130 Vacant 1716 Cleveland HWY /300	0.50	
07/13/2020		50138 Vacant 1716 Cleveland HWY /900	0.50	
07/13/2020		50044 State Farm Insurance 1716 Cleveland HWY /100	0.50	
07/13/2020		50139 Vacant 1716 Cleveland HWY /1000	0.50	
07/13/2020		50045 DC Spa Retreat 1716 Cleveland RD /200	0.50	
07/13/2020		50046 Dental Arts of Dalton 1716 Cleveland HWY /400	0.50	
07/13/2020		50048 Intouch Computer Services 1716 Cleveland RD /600	0.50	
07/13/2020		50049 Apex Spine Center 1716 Cleveland RD /700	0.50	
07/13/2020		50050 Vacant 1716 Cleveland RD /800	0.50	
07/13/2020		50047 Vacant 1716 Cleveland RD /500	0.50	
07/13/2020		10191 Kellie Smith by Design 200 Hamilton (North) ST	0.00	
07/13/2020		10192 The Cherry Tree 210 Hamilton (North) ST	0.00	

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Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
07/13/2020		10194 Dave and Pauli's Art Emporium 218 Hamilton (North) ST	0.00	
07/13/2020		10195 Clark Davies and Easley 220 Hamilton (North) ST	0.00	
07/13/2020		10197 North Georgia Regional Collection Agency 224 Hamilton (North) ST	0.00	
07/13/2020		10198 Tease Salon 226 Hamilton (North) ST /2	0.00	
07/13/2020		10199 Caleb Carnes PC 230 Hamilton (North) ST	0.00	
07/13/2020		10200 Cyra's 234 Hamilton (North) ST	0.00	
07/13/2020		10791 State Farm Insurance 236 Hamilton (North) ST	0.00	
07/13/2020		10806 Casa Frida 238 Hamilton (North) ST	0.00	
07/13/2020	13:00	10188 Vacant 267 Hamilton (North) ST	0.17	
07/13/2020		10201 Corner Boutique 238 Hamilton (North) ST /Suite 2	0.00	
07/13/2020		10753 Cafe` Ostro 240 Hamilton (North) ST	0.00	
07/13/2020		10202 Escape Dalton 244 Hamilton (North) ST	0.00	
07/13/2020	13:10	10226 Bugs and Kisses 265 Hamilton (North) ST	0.17	
07/13/2020		10651 J.L.M. Properties 248 Hamilton (North) ST	0.00	
07/13/2020		10767 Element Heating and Air 250 Hamilton (North) ST	0.00	
07/13/2020		10203 Followers of Jesus Ministry Center 254 Hamilton (North) ST	0.00	
07/13/2020		10204 Friends and Company 256 Hamilton (North) ST	0.00	
07/13/2020	13:00	10233 Vacant 323 Hamilton (North) ST	0.00	
07/13/2020		10205 Simply Outrageous Interior Design Studio 258 Hamilton (North) ST	0.00	
07/13/2020		10193 Buckin' Burrito 212 Hamilton (North) ST	0.00	

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Monthly Prevention Inspections by Type

**Date Completed Between {07/01/2020} And
{07/31/2020}**

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
07/13/2020	13:00	10807 Tenoch LLC 319 Hamilton (North) ST	0.00	
07/13/2020	13:00	10232 Southeastern Light & Electric 313 Hamilton (North) ST	0.25	
07/13/2020	13:20	10225 Fast Foto 261 Hamilton (North) ST	0.17	
07/13/2020	13:30	10224 Paper Princess 259 Hamilton (North) ST	0.17	
07/13/2020	13:00	10788 Carlson & Carlson 311 Hamilton (North) ST	0.25	
07/13/2020	13:00	10230 Affordable Sales and Rentals 309 Hamilton (North) ST	0.25	
07/13/2020	13:40	10222 Fantasy Factory 257 Hamilton (North) ST	0.17	
07/13/2020	13:00	10229 Bone Dry Guttering 307 Hamilton (North) ST	0.25	
07/13/2020	13:50	10223 Centers for Creative Learning 251 Hamilton (North) ST	0.17	
07/13/2020	13:00	10228 Southern Charm Clothing 305 Hamilton (North) ST	0.25	
07/13/2020	14:00	10221 BDH Insurance Solutions 247 Hamilton (North) ST	0.17	
07/13/2020	13:00	10227 A Touch Of Beauty 301 Hamilton (North) ST	0.25	
07/13/2020	13:00	10235 Bucket List Antiques 300 Hamilton (North) ST	0.25	
07/13/2020	13:00	10553 B&J Janitorial 100 Waugh (West) ST	0.25	
07/13/2020	13:00	10552 Rail Side Tattoo 102 Waugh (West) ST	0.25	
07/13/2020	14:10	10220 Oscar's 245 Hamilton (North) ST	0.17	
07/13/2020	13:00	10551 Bobby Pins Salon 106 Waugh (West) ST	0.25	
07/13/2020	14:20	10218 Kirkman and Associates 243 Hamilton (North) ST	0.17	
07/13/2020	13:00	10550 Dalton Stamp and Coin & Among Friends 110 Waugh (West) ST	0.25	
07/13/2020	14:30	10216 The Yellow Bird 235 Hamilton (North) ST	0.17	

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Monthly Prevention Inspections by Type

Date Completed Between {07/01/2020} And
{07/31/2020}

Date	Time	Occupancy	Hrs	Fee
501 PRE-INCIDENT SURVEY				
07/13/2020	14:40	10215 Vacant 229 Hamilton (North) ST	0.17	
07/13/2020	14:50	10214 Inglesia Misionera 225 Hamilton (North) ST	0.17	
07/13/2020	15:00	10217 Polishes Nail Salon 223 Hamilton (North) ST	0.17	
07/13/2020	15:10	10213 American National 223 Hamilton (North) ST	0.17	
07/13/2020	15:20	10211 The Anderson Company 217 Hamilton (North) ST	0.17	
07/13/2020	15:20	10209 The Anderson Company 211 Hamilton (North) ST	0.17	
07/13/2020	15:30	10208 Crutchfield's 209 Hamilton (North) ST	0.17	
07/13/2020		10196 Baja Coop 222 Hamilton (North) ST	0.00	
Total Activities for Type: 63			11.64	

Grand Total Activities: 188

Grand Totals: 33.16 0.00

DALTON

Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {07/01/2020} And
{07/31/2020}**

20451 **AJV Enterprises Inc.**
 710 Hartwood ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/09/2020	2017 NFPA 25 5.2.1.1 Sprinkler system, Annual	1			0
	Notes: Need current inspection.				
07/09/2020	2018 IFC 315.3.3 Storage, combustibles not stored	1			0
	Notes: Clear area around riser.				
07/09/2020	2018 IFC 505.1 Address, in approved	1			0
	Notes: Add address to building.				
07/09/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
	Notes: Add Knox Box to building.				
07/09/2020	2018 IFC 5704.3.4.4 Storage, flammable liquids	1			0
	Notes: Store correctly.				
07/09/2020	2018 IFC 906.2 MOD Fire extinguisher, properly	1			0
	Notes: Extinguishers must be inspected by a licensed contractor and mounted correctly.				
07/09/2020	2018 NFPA 101 7.1.10.1 MOE, maintained free and	1			0
	Notes: Door welded closed.				
07/09/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
	Notes: Repair or replace exit signs.				
07/09/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates	1			0
	Notes: Repair or replace emergency lighting.				
07/09/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
	Notes: Maintain separation between combustible materials and cutting welding area.				

Total Individual Violation Codes for Occupancy: 10

10042 **Big Rig Lending**
 101 Crawford (East) ST
 Suite 400
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/22/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
	Notes: Key required to access RISER ROOM.				

*** Denotes Violations Corrected or Variance Issued**

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Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

10042 Big Rig Lending
101 Crawford (East) ST
Suite 400
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/22/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: Install signage on RISER ROOM. Install FACP/ELECTRICAL ROOM signage.					

Total Individual Violation Codes for Occupancy: 2

10687 Blue Ridge Elementary Schools
100 Bogle (South) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/16/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
Notes: Repair or replace non-operational exit signage.					
07/16/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates	1			0
Notes: Repair or replace non-operational emergency lighting.					

Total Individual Violation Codes for Occupancy: 2

10551 Bobby Pins Salon
106 Waugh (West) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/01/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
Notes: Install required Knox Box.					

Total Individual Violation Codes for Occupancy: 1

20091 Brookwood Elementary School
501 Central AVE
Dalton, GA 30720

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

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Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

20091 Brookwood Elementary School
501 Central AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/24/2020	2017 NFPA 25 13.8.1 FDC, caps in place Notes: Install caps on FDC.	1			0
07/24/2020	2018 IFC 912.2.2 FDC, location marked correctly Notes: Install FDC signage.	1			0
07/24/2020	DFDFMO NFPA, ICC Code not specified on checklist Notes: Install FACP sign on room containing fire alarm control panel.	1			0

Total Individual Violation Codes for Occupancy: 3					

10535 Carniceria Nacho
Underwood ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/10/2020	2017 NFPA 96 10.2.2 Class K placard required Notes: Install class K extinguisher placard.	1			0
07/10/2020	2017 NFPA 96 11.2.1 Kitchen hood suppression Notes: Suppression system must be inspected by a GA licensed contractor.	1			0
07/10/2020	2017 NFPA 96 6.2.3.3 Kitchen hood, grease Notes: Replace missing hood filters.	1			0
07/10/2020	2018 IFC 305.1 Ignition sources, proper Notes: Cooking equipment must be located under a protected hood system.	1			0
07/10/2020	2018 IFC 505.1 Address, in approved Notes: Install address signage.	1			0
07/10/2020	2018 IFC 604.1 Electrical equipment, no hazards Notes: All electrical inspections and repairs require a permit must be made by a licensed electrician. Extension cords shall not substitute permanent electrical wiring.	1			0
07/10/2020	2018 IFC 604.3 Electrical panel, correct working Notes: Maintain 36" clearance around electrical panels.	1			0
07/10/2020	2018 IFC 604.5 Extension cord, properly used Notes: Extension cords shall not substitute permanent electrical wiring.	1			0

* Denotes Violations Corrected or Variance Issued

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Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {07/01/2020} And
{07/31/2020}**

10535 Carniceria Nacho
 Underwood ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/10/2020	2018 IFC 906.1 MOD Fire extinguisher, required Notes: Install fire extinguishers.	1			0
07/10/2020	2018 IFC 906.2 MOD Fire extinguisher, properly Notes: Fire extinguishers require current annual inspection, performed by a GA licensed contractor.	1			0
07/10/2020	2018 IMC 507.4.1 Cooking equipment, Proper Notes: All cooking devices must properly located.	1			0
07/10/2020	2018 NFPA 101 7.10.1.2.1 Approved signage where Notes: Install exit signs	1			0
07/10/2020	2018 NFPA 101 7.9.1.1 Emergency light, installed Notes: Install exit signs.	1			0
07/10/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates Notes: Install emergency lighting.	1			0

Total Individual Violation Codes for Occupancy: 14

50094 Christian Heritage Elementary School
 1600 MLK Jr. BLVD
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/20/2020	* 2018 IFC 315.3.3 Storage, combustibles not stored Notes: Maintain clearance around riser.	1			0
07/20/2020	* 2018 IFC 315.3.3 Storage, combustibles not stored Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Maintain clearance around riser.	1			0

Total Individual Violation Codes for Occupancy: 2

50137 Christian Heritage High School
 1601 MLK Jr. BLVD
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
* Denotes Violations Corrected or Variance Issued					
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Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {07/01/2020} And
{07/31/2020}**

07/20/2020	* 2018 IFC 604.5 Extension cord, properly used	1	0
Notes: Cannot use extension cords for permanent wiring.			
07/20/2020	* 2018 IFC 604.5 Extension cord, properly used	1	0
Notes: Recheck violation record automatically created from a recheck request. Original Violation Remarks: Cannot use extension cords for permanent wiring.			

Total Individual Violation Codes for Occupancy: 2			

10070 City Park School
 405 School ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/28/2020	2018 IFC 901.7 Fire protection system, in service	1			0
Notes: Address alarm supervisory alert.					
07/28/2020	2018 NFPA 101 7.1.10.1 MOE, maintained free and	1			0
Notes: Remove all storage from stairwells.					
07/28/2020	2019 NFPA 80 6.3.1.7.4 Firedoor, gap does not	1			0
Notes: Ensure proper closure of all fire doors.					

Total Individual Violation Codes for Occupancy: 3					

10355 Dalton High School
 1500 Manly ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/28/2020	2017 NFPA 25 13.8.1 FDC, caps in place	1			0
Notes: Install caps on all fire department connections.					
07/28/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Maintain 36" clearance around all electrical panels. Field house breaker panel housing cover must be properly mounted.					
07/28/2020	2018 IFC 912.2.2 FDC, location marked correctly	1			0
Notes: Install FDC signage on all fire department connections.					
07/28/2020	2018 IFC 912.4.2 FDC, not blocked/obstructed	1			0
Notes: FDC must remain unobstructed.					

* Denotes Violations Corrected or Variance Issued

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Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

10355 Dalton High School
1500 Manly ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/28/2020	2018 IMC 507.4.1 Cooking equipment, Proper	1			0
Notes: An exhaust hood, vented to the exterior of the structure, must be installed above the stove located in room 115.					
07/28/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: Clothes dryers must be vented to the exterior of the structure.					

Total Individual Violation Codes for Occupancy: 6					

50004 Dalton Middle School
1250 Cross Plains TRL
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/17/2020	2018 IFC 509.1 Riser room, marked with	1			0
Notes: Install signage on riser rooms.					
07/17/2020	2018 NFPA 101 7.9.2.3 Emergency light, operates	1			0
Notes: Repair or replace all non-operational emergency lighting.					

Total Individual Violation Codes for Occupancy: 2					

10479 Dalton Public Schools IT
101 Thornton (North) AVE
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/30/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Maintain 36" clearance around electrical panels.					
07/30/2020	2018 IFC 604.3.1 Electrical equipment, properly	1			0
Notes: Install signage on second floor electrical room.					

Total Individual Violation Codes for Occupancy: 2					

* Denotes Violations Corrected or Variance Issued

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Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

10768 Eclectic 79
315 Morris (East) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/23/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: Storage and display of upholstered furniture exceeds square footage amounts in an unsprinklered building.					
Electrical issues including exposed wiring and spliced electrical cords being used for the extension of wiring connected to lighting being used.					

Total Individual Violation Codes for Occupancy: 1

10359 Hamilton Medical Center
1200 Memorial DR
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/14/2020	2018 NFPA 101 8.3.1.2 Fire Barrier, meets	1			0
Notes: Expansion joint not complete.					
07/14/2020	2018 NFPA 101 9.6.1.1 Fire alarm , installed	1			0
Notes: Fire dampers failed test.					

Total Individual Violation Codes for Occupancy: 2

10184 Morris Inovative High School
104 Fort Hill TER
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/16/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Install light switch cover. install cover over electrical junction box. Room 118.1. Install blanks in the electrical panel in electrical room 300.					
07/16/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
Notes: Ensure sure exit signs are functional in the kitchen.					
07/16/2020	2019 NFPA 80 6.3.1.7.4 Firedoor, gap does not	1			0
Notes: Check fire doors for proper adjustment.					

* Denotes Violations Corrected or Variance Issued

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Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

10184 Morris Inovative High School
104 Fort Hill TER
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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Total Individual Violation Codes for Occupancy: 3

10799 Northstar School
307 Fredrick (South) ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
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07/21/2020	2018 IFC 305.1 Ignition sources, proper	1			0
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Notes: Flammable must not be stored in front of heat producing devices.

07/21/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
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Notes: Install blanks in open spaces in electrical panels.

Install covers on electrical junction boxes.

Exposed electrical wiring must be installed in junction boxes.

07/21/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
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Notes: Repair or replace all non-operational exit signage.

07/21/2020	2018 NFPA 101 7.2.1.8.2 Firedoor, automatic	1			0
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Notes: Ensure all fire door auto closures are operable

07/21/2020	2018 NFPA 101 8.3.5.1 Firewall, joints properly	1			0
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Notes: Seal penetrations in custodian room 106 with fire caulk.

07/21/2020	2019 NFPA 80 6.3.1.7.4 Firedoor, gap does not	1			0
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Notes: Ensure all fire doors are properly spaced.

07/21/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
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Notes: Install ceiling tiles in open ceiling spaces throughout.

Total Individual Violation Codes for Occupancy: 7

30269 Park Canyon Apartment Homes
284 Park Canyon DR
Dalton, GA 30720

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

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Monthly Prevention Violations by Occupancy

**Violation Date Reported Between {07/01/2020} And
{07/31/2020}**

30269 **Park Canyon Apartment Homes**
284 Park Canyon DR
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/21/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: The contractor requested a fire wall inspection. Myself along with Inspector Stratton and Building Inspector Burgess met with the contractor and advised him that fire caulk was not required on an exterior wall, however it was acceptable. Further site visits will continue to monitor the progress of the building.					

Total Individual Violation Codes for Occupancy: 1					

10440 **Roan Street Elementary School**
1116 Roan ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/24/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Install blanks in open spaces in electrical panels.					
07/24/2020	2018 IFC 604.4.1 MOD Multi outlet adaptor meets	1			0
Notes: Multi plug adapters shall not be plugged into multi plug adapters.					
07/24/2020	2018 IFC 604.5 Extension cord, properly used	1			0
Notes: Extension cords shall not be plugged into multi plug adapters. Extension cords shall not be plugged into extension cords.					
07/24/2020	2018 IFC 912.2.2 FDC, location marked correctly	1			0
Notes: Install FDC signage.					
07/24/2020	2018 NFPA 101 7.2.1.8.2 Firedoor, automatic	1			0
Notes: Ensure proper operation of all fire door closures.					
07/24/2020	2019 NFPA 80 6.3.1.7.4 Firedoor, gap does not	1			0
Notes: Ensure proper spacing of all fire doors.					

Total Individual Violation Codes for Occupancy: 6					

20101 **Servicios Latinos**
908 Elk ST
Dalton, GA 30720

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

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Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

20101 Servicios Latinos
 908 Elk ST
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/10/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: Fire Marshall Daniel and Inspector Stratton conducted a site visit. The fire alarm had activated the night before. Fire department personnel stated that the dry system had activated and had become wet. Inspection confirmed what was stated. Preventions personnel Met with the owner, he stated that he would contact his sprinkler contractor to make the appropriate repairs and reset the system.					

Total Individual Violation Codes for Occupancy: 1

10380 Tienda Tony
 911 Morris (East) ST
 A
 Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/20/2020	2018 IFC 506.1 Knox Box, requirements met	1			0
Notes: Install required Knox Box.					
07/20/2020	2018 IFC 604.1 Electrical equipment, no hazards	1			0
Notes: Install electrical outlet covers. Install blank covers in open spaces in electrical panels.					
07/20/2020	2018 IFC 604.4.1 MOD Multi outlet adaptor meets	1			0
Notes: Multi plug adapters must be properly mounted. Multi plug adapters must not be plugged into multi plug adapters.					
07/20/2020	2018 IFC 604.5 Extension cord, properly used	1			0
Notes: Extension cords shall not substitute permanent electrical wiring.					
07/20/2020	2018 NFPA 101 7.10.5.1 Exit sign, functional	1			0
Notes: Repair or replace non operational exit signage.					

Total Individual Violation Codes for Occupancy: 5

* Denotes Violations Corrected or Variance Issued

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DALTON

Monthly Prevention Violations by Occupancy

Violation Date Reported Between {07/01/2020} And
{07/31/2020}

10524 Westwood Elementary School
708 Trammell ST
Dalton, GA 30720

Reported	Code/Description	Count	Article	Division	Page
07/24/2020	DFDFMO NFPA, ICC Code not specified on checklist	1			0
Notes: Install tiles in open spaces of the ceiling assembly. Install FACP signage on room containing fire alarm control panel.					

Total Individual Violation Codes for Occupancy: 1

Grand Total Violations: 76

* Denotes Violations Corrected or Variance Issued

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

7-31-2020

P 1
glytdbud

FOR 2020 07

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 FIRE DEPARTMENT							
141400 000010 SALARIES-REGULAR	4,886,425	0	4,886,425	2,937,221.27	.00	1,949,203.73	60.1%
141400 000011 SALARIES OVERTIME	434,400	0	434,400	220,582.96	.00	213,817.04	50.8%
141400 000020 FICA	412,300	0	412,300	243,706.38	.00	168,593.62	59.1%
141400 000030 PENSION	149,000	0	149,000	89,655.34	.00	59,344.66	60.2%
141400 000032 PENSION - DB PLAN	1,997,725	0	1,997,725	1,197,981.38	.00	799,743.62	60.0%
141400 000040 HOSPITALIZATION I	744,500	0	744,500	425,139.00	.00	319,361.00	57.1%
141400 000043 INSURANCE - FIRE	17,000	0	17,000	.00	.00	17,000.00	.0%
141400 000045 EE LIFE & DISABIL	30,060	0	30,060	16,228.78	.00	13,831.22	54.0%
141400 000050 GENERAL INSURANCE	28,500	1,510	30,010	30,008.52	.00	1.48	100.0%
141400 000060 WORKER COMPENSATI	91,255	0	91,255	53,232.10	.00	38,022.90	58.3%
141400 000095 50000 EQUIP MAINT	5,000	0	5,000	.00	.00	5,000.00	.0%
141400 000100 OFFICE EQUIPMENT	7,200	0	7,200	4,042.60	.00	3,157.40	56.1%
141400 000110 TELEPHONE	31,000	0	31,000	18,549.90	.00	12,450.10	59.8%
141400 000120 TRAINING EXPENSES	42,000	0	42,000	5,072.01	.00	36,927.99	12.1%
141400 000121 FIRE SAFETY/EDUCA	3,500	0	3,500	2,518.70	.00	981.30	72.0%
141400 000123 HAZMAT MANAGEMENT	26,900	0	26,900	21,140.50	.00	5,759.50	78.6%
141400 000330 UTILITIES	131,500	0	131,500	71,464.48	.00	60,035.52	54.3%
141400 000350 BUILDING MAINT &	60,000	0	60,000	22,200.93	1,676.69	36,122.38	39.8%
141400 000360 LEGAL FEES	4,800	0	4,800	4,192.50	.00	607.50	87.3%
141400 000400 EQUIPMENT MAINT &	24,000	2,500	26,500	12,149.55	530.70	13,819.75	47.9%
141400 000410 GAS & OIL	65,000	-1,510	63,490	24,523.15	.00	38,966.85	38.6%
141400 000440 SUPPLIES	30,000	0	30,000	11,964.55	381.93	17,653.52	41.2%
141400 000450 CLEANING ALLOWANC	49,920	0	49,920	4,877.93	.00	45,042.07	9.8%
141400 000460 UNIFORMS	140,000	0	140,000	87,997.99	938.60	51,063.41	63.5%
141400 000830 MAINTENANCE - APP	100,000	18,305	118,305	80,868.55	5,112.56	32,323.89	72.7%
141400 001010 OFFICE SUPPLIES	8,200	0	8,200	2,451.59	.00	5,748.41	29.9%
141400 001030 COMPUTER-SOFTWARE	25,100	0	25,100	3,157.21	.00	21,942.79	12.6%
141400 001040 COMPUTER MAINTAIN	7,000	0	7,000	1,041.03	.00	5,958.97	14.9%
141400 001090 WELLNESS PROGRAM	4,000	0	4,000	.00	.00	4,000.00	.0%
141400 001300 MEALS	16,600	0	16,600	8,413.99	.00	8,186.01	50.7%
141400 001410 DUES/FEES/SUBSCRI	6,600	0	6,600	1,990.70	.00	4,609.30	30.2%
141400 001620 VEHICLE IMPACT FE	1,100	0	1,100	850.00	.00	250.00	77.3%
141400 001665 RADIO SUBSCRIBER	10,750	0	10,750	10,492.20	.00	257.80	97.6%
141400 001990 MISCELLANEOUS	16,000	0	16,000	2,565.79	.00	13,434.21	16.0%
141400 039980 CAPITAL OUTLAY <	37,000	0	37,000	.00	.00	37,000.00	.0%
141400 084725 BUIDING/GROUNDS M	9,000	0	9,000	2,138.87	431.65	6,429.48	28.6%
TOTAL FIRE DEPARTMENT	9,653,335	20,805	9,674,140	5,618,420.45	9,072.13	4,046,647.42	58.2%
TOTAL GENERAL FUND - OPERATING	9,653,335	20,805	9,674,140	5,618,420.45	9,072.13	4,046,647.42	58.2%
TOTAL EXPENSES	9,653,335	20,805	9,674,140	5,618,420.45	9,072.13	4,046,647.42	

Purpose

To include the payment of the initial application fee and monthly dues by the City of Dalton as an added benefit for the Georgia Firefighters' Pension Fund (GFPF) for all full time certified firefighters with Dalton Fire Department.

History

The Georgia Firefighters' Pension Fund serves as a supplemental retirement plan for certified firefighters in the state of Georgia. In the late 1930's, a group of fire chiefs, led primarily by Howard Schaefer of Marietta and Joe Whitley of Atlanta, began an effort to start a pension fund for the firemen of Georgia. They approached the Georgia Firemen's Association, then a loosely formed group of fire officers, at the time un-incorporated but organized and dues paying, at their annual convention and garnered their support for the initial legislation. The first draft of the Firemen's Relief Act introduced in 1939 failed as did many versions thereafter. But each successive bill brought a better benefit, improving and refining the plan, until in 1954, a bill was put forth that passed both houses, and in 1955, was signed into law by Governor Marvin Griffin.

Membership is limited to Georgia Certified Firefighters who are employed by the State of Georgia or any of its political subdivisions: whether by election or appointment, who devote their full time to such employment.

Plan Benefits

The GFPF includes two separate benefits to members, a retirement pension and a death payment. Details of the two benefits are listed below.

Retirement Pension (current full benefit \$940 monthly)

The Retirement benefit is provided to all members who have met the fund requirements for retirement. A member is eligible (vested) after a minimum of 15 years of qualified service. In order for a member to receive full retirement benefit, the firefighter has to have a minimum 25 years of service and reach the age of 55 years. A member is entitled to an increase in the maximum monthly benefit in effect at the time of retirement equal to 2 percent of the monthly retirement benefit in excess of 25 years. A member is eligible for early retirement after reaching the age of 50. If a member chooses retirement prior to reaching 50 years of age they may freeze their benefit until reaching 55 years, or 50 years should they choose early retirement. The factor for calculating the penalty for early retirement is shown below;

Age	Factor
50	.70
51	.76
52	.82
53	.88
54	.94

Death Payment

The death benefit is provided to the member's beneficiary. A beneficiary can be anyone the member chooses and can be changed at any time by completing and returning the Change of Beneficiary form.

The amount provided to the beneficiary is determined by the stage of membership at the time of death.

Retiree Death Benefit Breakdown

Active member who has less than 15 years of service with the Fund \$5,000.00

The beneficiary of a retired member who chooses the "Regular Retirement" option will be due:

- The final payment at the end of the month during which the retiree died payable to the beneficiary; and
- Should the retiree die prior to receiving a total of \$5,000 in retirement benefits, the beneficiary shall receive the balance of \$5,000, less the benefits paid-to-date to the retiree.

Cost

The GPPF requires an initial \$25 (first month dues) for each member and dues of \$25 per month. The following details the current status of the Dalton Fire Department certified firefighters in relation to GPPF status and costs associated with meeting the proposal for the remainder of FY 2020:

Current GPPF members – 93

Amount to cover monthly dues for 93 current members for 4 months (@ \$25/month) = \$9,300

Total cost for the remainder of FY 2020 – \$9,300

The projections of budget costs going forward past FY 2020 are as follows:

We are currently only short one firefighter. Below outlines assumptions of current personnel that have opted out of GPPF joining, and hiring one firefighter to fill the current vacancy.

93 Current Members @ \$25 per month for 12 months = \$27,900

3 Non-members joining @ \$25 per month for 12 months = \$900

1 New firefighter @ \$25 per month for 12 months = \$300

Total requested budgeted amount for subsequent years assuming a total of 96 certified firefighter positions would be \$ 29,100 per year.

Conclusion

With an absence of a defined benefit retirement plan for the City of Dalton Firefighters, the GFPF can serve as a supplemental retirement option for those employees. Should the City of Dalton choose to pay the employees initial monthly contribution into the plan, it would give the department an additional positive attribute to use in recruiting top firefighter candidates.