



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

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- [1.](#) Police Department New Employee Confirmation - Christopher Sosa
- [2.](#) Fire Department - Unit Citation

**Approval of Minutes**

- [3.](#) March 22, 2022

**Alcohol Applications**

- [4.](#) (5) 2022 New Alcohol Applications

**Police Department**

- [5.](#) Crime/Crash Statistics March 2022
- [6.](#) Financial Statistics March 2022
- [7.](#) Written Directive Review

**Fire Department**

- [8.](#) Statistical Report for March, 2022
- [9.](#) Financial Report for March, 2022

**Adjournment**

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** CHRISTOPHER SOSA

**SEX/AGE:** Male/33

**EDUCATION:** May 2009 Graduate  
Phoenix High School  
Dalton GA

**WORK:** August 2020 – December 2021  
B&G Equipment & Supply  
Crane Technician

February 2011 – August 2020  
Marine Corps.  
Logistic Coordinator

**MILITARY:** Marines

**MARITAL STATUS:** Married

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
MARCH 22, 2022

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – Valor Award Presentation – Officer Joshua Bethune

Assistant Police Chief Chris Crossen presented Officer Joshua Bethune with the Award of Valor for his actions on February 26, 2022. Officer Bethune, while off-duty came upon a traffic crash involving a passenger car and a tractor trailer. The occupants of the passenger car were trapped inside the burning vehicle and Officer Bethune was able to free the driver.

Police Department Promotion – Lieutenant Woody Cantrell

On the motion of Commissioner Weaver, second Commissioner Brown, the Commission promoted officer Woody Cantrell to the rank of Lieutenant. The vote was unanimous in favor.

Fire Department – Dalton Firefighter of the Year – Matt Asbell

Fire Chief Todd Pangle recognized Firefighter 3, Matt Asbell as the 2022 Firefighter of the Year. Chief Pangle stated Firefighter Asbell has demonstrated excellence over the last 19 years as a firefighter and strives to stay educated and proficient in the latest skills related to the job. Chief Pangle further stated those same skills were put to the test when Firefighter Asbell, not once, but twice placed himself into a hostile environment to retrieve victims trapped inside burning structures.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of February 22, 2022. On the motion of Commissioner Brown, second Commissioner Whitfield, the minutes were approved as presented. The vote was unanimous in favor.

(2) ALCOHOL APPLICATIONS

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

- |                    |   |
|--------------------|---|
| 1. Business Owner: | Antojo Cocina y Cantina, LLC                            |
| d/b/a:             | Antojo Cocina y Cantina                                 |
| Applicant:         | Karina Silva Perez                                      |
| Business Address:  | 116 W. King St  |
| License Type:      | Pouring Beer, Pouring Wine, Pouring Liquor (Restaurant) |
| Disposition:       | <b>New</b>  |

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

- |                    |   |
|--------------------|---|
| 1. Business Owner: | W K McKinney, LLC                       |
| d/b/a:             | Baja Coop                               |
| Applicant:         | John McKinney                           |
| Business Address:  | 222 N. Hamilton St.                     |
| License Type:      | Pouring Beer, Pouring Wine (Restaurant) |
| Disposition:       | <b>New</b>                              |

## POLICE DEPARTMENT

### Crime and Crash Statistics for February, 2022

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of February, 2022. As noted in the written summary, Chief Cason reported the rate of Year to Date Part I crimes are approximately 37.2% lower and Part II crimes are 19.6% lower when compared to the past 5-year average. Chief Cason further reported there were 126 non-private property crashes reported for the month and injury crashes stayed the same from January 2022, though total injuries increased.

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

### Financial Statistics for February, 2022

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of February, 2022. Chief Cason reported the department has expended 15% of their 2022 budget and is confident there will be sufficient funds to accomplish the Department's 2022 goals.

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

### Written Directives

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

- 2.8 News Media / Public Information
- 2.16 Form Development, Modification, and Approval
- 3.6 Commendation / Achievement and Recognition Program
- 4.15 Emergency Vehicle Driving

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

## FIRE DEPARTMENT

### Monthly Statistical Report – February, 2022

Fire Chief Todd Pangle presented the February, 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 295 Total Responses, a Dollar Value Saved & Loss Analysis of \$116,420.00, NFPA Fire Experience Survey, and Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

FIRE DEPARTMENT

.....Continued

Monthly Financial Report – February 2022

Fire Chief Todd Pangle presented the Financial Report for the month of February, 2022 to the Commission. Chief Pangle stated the department continues to be under budget for the month. Chief Pangle noted recent increase of fuel cost has put a strain on that budgeted line item, but have already taken measures to be more conservative about spending.

On the motion of Commissioner Brown, 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.

Standard Operating Procedures and Standard Operating Guidelines - Review

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

- SOP – C-3 Media Communications
- SOG – FO-15 Fire Investigations
- SOP – GP-16 Restricted Duty

The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:42 a.m.

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

ATTEST:

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

**2022 ALCOHOL BEVERAGE APPLICATION**

**PSC TUESDAY APRIL 26, 2022**

**M&C MONDAY MAY 2, 2022**

**(5) 2022 ALCOHOL APPLICATIONS**

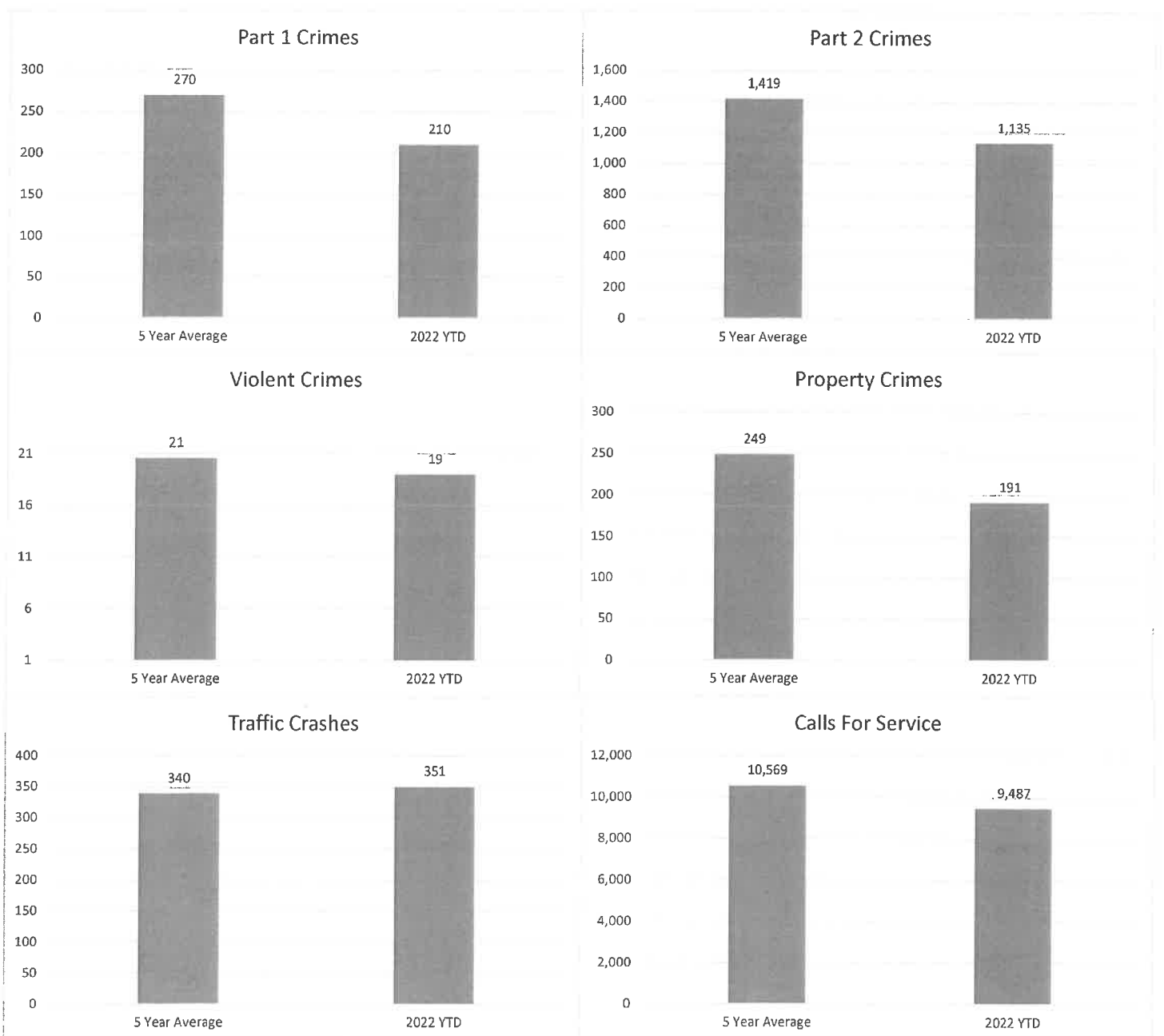
1. Business Owner: GetGo Market Inc.  
d/b/a: Corner Express 2  
Applicant: Midhun Pillai  
Business Address: 324 N. Glenwood Ave  
License Type: Package Beer, Package Wine (Gas Station / Convenience Store)  
Disposition: **New**
  
2. Business Owner: Sidhivinayaka, LLC  
d/b/a: 1704 Dalton Shell  
Applicant: Dhaval Naunit Patel  
Business Address: 1704 Abutment Rd.  
License Type: Package Beer, Package Wine (Gas Station / Convenience Store)  
Disposition: **New**
  
3. Business Owner: Samrin Investments, LLC  
d/b/a: Sam's Fine Wine and Package Store  
Applicant: Sirajuddin Shariff  
Business Address: 2100 Cleveland Hwy  
License Type: Package Beer, Package Wine, Package Liquor (Package Store)  
Disposition: **New**
  
4. Business Owner: Krishna 1974 LLC  
d/b/a: Jims Liquor  
Applicant: Ashish Chaudhari  
Business Address: 1507 W. Walnut Ave  
License Type: Package Beer, Package Wine, Package Liquor (Package Store)  
Disposition: **New**
  
5. Business Owner: D Food Collab LLC  
d/b/a: D Food Collab  
Applicant: Eleazar Pacheco Jr.  
Business Address: 301 E. Morris St.  
License Type: Pouring Beer, Pouring Wine (Restaurant)  
Disposition: **New**

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

**Summary of Data and Crime Statistics for March 2022**

**General**

The following statistics compare 2022 year-to-date statistics with the previous five years. Part 1 crimes are approximately 22.1% lower than the five-year statistics. Part 2 crimes have decreased by approximately 20.0% during the same time. Property crimes show a decrease of approximately 23.3% from the five-year average. There have been 19 violent crimes year-to-date compared to the five-year average of 21. Traffic crashes are approximately 3.4% higher than the five-year average. Calls for service show a decrease of approximately 10.2% during the same time.



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

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2018-2022  
March 2022

	2018	2019	2020	2021	2022	TREND
Part I Crimes YTD	326	256	232	210	210	
Homicides	0	0	0	0	1	
Rape	1	4	4	5	1	
Robbery	4	2	3	1	3	
Aggravated Assault	9	8	18	16	14	
<b>Violent Crime Totals</b>	<b>14</b>	<b>14</b>	<b>25</b>	<b>22</b>	<b>19</b>	
Burglary	41	25	23	17	15	
Larceny-Theft	251	204	169	138	160	
Motor Vehicle Theft	18	13	15	33	16	
Arson	2	0	0	0	0	
<b>Property Crime Totals</b>	<b>312</b>	<b>242</b>	<b>207</b>	<b>188</b>	<b>191</b>	
Violent Crime Clearance	100%	121%	80%	59%	89%	
Property Crime Clearance	33%	52%	34%	47%	49%	
Part I Arrests	94	117	77	73	77	
Citations	3,281	3,854	3,265	2,603	2,938	
Calls for Service	10,272	11,240	11,717	9,519	9,487	
Traffic Crashes	354	366	326	324	351	

### Analysis

In the year to date 2022 there have been 210 Part 1 crimes reported, which is the same as in 2021. There have been two more robberies and one homicide reported in 2022, while total violent crime numbers are down.

There have been 19 violent crimes reported 2022 YTD compared to 22 reported violent crimes 2021 YTD. There has been one rape reported in 2022 compared to five in 2021. Year to date property crimes have shown a decrease of approximately 27.2% when compared to 2021 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are lower than the average of 249. Violent crime numbers are lower than the five-year average of 21.



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

**DALTON POLICE DEPARTMENT**  
**CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
	3/22	3/21	2022 YTD	2021 YTD	3/22	3/21	2022 YTD	2021 YTD	3/22	3/21	2022 YTD	2021 YTD
<b>Part I Offenses</b>												
Homicide	1	0	1	0	0	0	0	0	0	0	0	0
Rape	1	1	1	5	0	1	0	3	0	0	0	1
Robbery	0	0	3	1	0	0	14	1	0	0	14	0
Aggravated Assault	6	2	14	16	0	2	3	9	0	1	2	8
Burglary	4	4	15	17	2	0	4	5	0	0	1	5
Larceny - Theft	72	27	160	138	41	13	87	70	30	10	59	54
Motor Vehicle Theft	8	10	16	33	1	1	3	14	1	0	1	5
Arson	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART I SUBTOTAL</b>	<b>92</b>	<b>44</b>	<b>210</b>	<b>210</b>	<b>44</b>	<b>17</b>	<b>111</b>	<b>102</b>	<b>31</b>	<b>11</b>	<b>77</b>	<b>73</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	26	24	84	84	19	23	66	69	11	17	43	46
Forgery/Counterfeiting	8	6	23	15	1	0	7	2	1	0	6	1
Fraud	15	11	51	48	3	3	8	11	1	1	5	7
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	2	1	5	3	0	0	2	0	0	0	2	0
Vandalism	20	17	62	75	7	9	22	26	5	2	15	10
Weapons Violations	1	2	15	15	2	7	12	19	2	6	12	17
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	5	4	12	14	1	2	6	6	0	1	0	3
Drug Sales	8	10	14	26	10	7	15	23	6	7	10	23
Drug Possession	31	30	72	103	24	25	59	109	21	16	49	88
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	7	9	11	16	3	7	5	10	2	6	4	8
Liquor Violations	4	1	22	21	6	1	24	17	6	1	24	16
Drunkenness	7	4	32	12	5	4	28	15	5	4	28	15
Other Disorderly Conduct	13	19	35	45	12	14	36	32	10	9	28	25
Curfew Violations	0	1	2	3	0	0	0	2	0	0	0	1
All Other Offenses	209	207	652	724	275	191	786	821	234	157	690	718
DUI	10	15	43	75	10	15	42	74	10	14	42	73
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>366</b>	<b>361</b>	<b>1135</b>	<b>1279</b>	<b>378</b>	<b>308</b>	<b>1118</b>	<b>1236</b>	<b>314</b>	<b>241</b>	<b>958</b>	<b>1051</b>
<b>PART I AND II TOTAL</b>	<b>458</b>	<b>405</b>	<b>1345</b>	<b>1489</b>	<b>422</b>	<b>325</b>	<b>1229</b>	<b>1338</b>	<b>345</b>	<b>252</b>	<b>1035</b>	<b>1124</b>

<b>Crashes</b>		2022 YTD	2021 YTD	<b>Enforcement</b>		2022 YTD	2021 YTD
	3/22	3/21			3/22	3/21	
Public Roadway	137	110	351	324	Citations	451	531
					Warnings	467	328
911 Calls	3,193	3,424	9,487	9,519	Totals	918	859
						2,938	2,603

## Summary of Significant Events for March 2022

22-001835	Homicide	801 N Selvidge St
<p>On March 31, 2022 officers received a call in reference to a male subject being shot at 801 N Selvidge St. Upon arrival, the victim was observed to have multiple gunshot wounds to his body. The victim was transported to Hamilton Medical Center where he was later pronounced dead. Detectives began working the case and processing the scene. During the investigation a suspect was identified and after working with other agencies, the suspect was located and arrested in Chattanooga. The case is currently under investigation.</p>		

22-001356	Overdose	2317 Sir Lancelot Pl
<p>Officers were dispatched to 2317 Sir Lancelot Pl in reference to a male subject who had overdosed on some form of opioid. Upon arrival, officers located the male subject who was unresponsive and not breathing. Officers administered a dose of Narcan and began CPR on the unresponsive male. Upon the arrival of the Fire Department and EMS, the subject was taken to the ambulance where he was given another dose of Narcan. The subject gained consciousness and refused any further medical treatment.</p>		

22-001405	Car Jacking/Aggravated Assault	1606 Beechland Pl
<p>The victim advised she was parked in the area of 1606 Beechland Pl and talking with friends in her vehicle. The victim advised that she was approached by a black male who pointed a handgun at her and told her and her passengers to get out of the vehicle. The suspect then stole the vehicle and fled the area. The vehicle was later recovered at the Park Place Apartments unoccupied. The case is currently under investigation.</p>		

22-000671	Aggravated Battery	319 N Hamilton St
<p>Officers were dispatched to the area of the Tenoch bar in reference to a fight involving approximately 20 people. Upon arrival, officers talked to multiple people in the parking lot who denied seeing a fight even though there were signs of broken glass in the area. Upon investigation, officers discovered a male subject laying near the railroad tracks with a large cut on his head. After being treated at the hospital it was determined the subject also had a broken leg and a dislocated ankle. The victim was not cooperative in providing further information to officers.</p>		

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

**March 2022 Crash Statistics**

In March 2022 there were 137 non-private property crashes reported. Injury crashes decreased from February 2022, though total injuries increased. Angle and rear end crashes were the most prevalent during March 2022. Failure to yield was the leading contributing factor in injury crashes. Following too closely was the leading contributing factor in non-injury crashes. Walnut Ave had the highest number of crashes and injury crashes.

<b>March 2022 Crash Statistics</b>						
<b>Total Crashes</b>	<b>March 2022</b>	<b>February 2022</b>	<b>Change</b>	<b>YTD 2022</b>	<b>YTD 2021</b>	<b>Change</b>
	137	126	8.7%	351	324	8.3%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	25	20	4	1	0	8
<b>Total Injuries</b>	41					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
2	9	16		23		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	17		0000 - 0559	4		
Tuesday	27		0600 - 0859	18		
Wednesday	29		0900 - 1059	16		
Thursday	22		1100 - 1359	29		
Friday	17		1400 - 1559	23		
Saturday	18		1600 - 1859	28		
Sunday	7		1900 - 2159	16		
			2200 - 2359	3		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	53		Failure to Yield	31		
Rear End	48		Following Too Closely	23		
Sideswipe - Same Direction	17		Distracted	16		
Collision With an Object	14		Changed Lanes Improperly	13		
Sideswipe - Opposite Direction	3		Improper Turn	12		
Head On	2					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	28	20.4%	10	24.4%		
Chattanooga Rd	18	13.1%	9	22.0%		
Glenwood Ave	9	6.6%	7	17.1%		
Tibbs Rd	7	5.1%	3	7.3%		
Hamilton St	5	3.6%	0	0.0%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
March 2022	Walnut Ave		2	18		

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

**SUMMARY OF THE FINANCIAL STATISTICS FOR MARCH 2022**

The police department budget for FY 2022 is now in its implementation, and we have expended approximately 23% of our 2022 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds to accomplish our 2022 goals and meet the needs of the department.

We are continuing to keep a close eye on our fuel budget and will make necessary adjustments if we see the need.

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
APRIL 26, 2022

**Vehicle transfer from Police Department to City Administration:**

The police department will be transferring two vehicles to City Administration for use by the new code enforcement function falling under the city administrator. Dalton PD will transfer the following vehicles:

2016 Ford F-250 1FTZW2B64GEA92754

2016 Ford F-250 1FTZW2B66GEA92755

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>321000 PD ADMINISTRATION</b>								
321000 511100	WAGES - REGULAR	454,750	0	454,750	117,127.62	.00	337,622.38	25.8%
321000 511300	WAGES - OVERTIME	1,500	0	1,500	.00	.00	1,500.00	.0%
321000 512100	GROUP INSURANCE	45,100	0	45,100	11,763.06	.00	33,336.94	26.1%
321000 512200	FICA & MEDICARE	35,000	0	35,000	9,371.92	.00	25,628.08	26.8%
321000 512401	RETIREMENT DCP	14,330	0	14,330	3,663.94	.00	10,666.06	25.6%
321000 512402	RETIREMENT DBP	57,100	0	57,100	15,918.85	.00	41,181.15	27.9%
321000 512403	RETIREMENT STATE	1,200	0	1,200	400.00	.00	800.00	33.3%
321000 512700	WORKERS COMPENSAT	10,100	0	10,100	2,528.49	.00	7,571.51	25.0%
321000 512900	OTHER EMPLOYEE BE	2,800	0	2,800	1,154.83	388.29	1,256.88	55.1%
321000 512915	CLEANING ALLOWANC	1,800	0	1,800	46.75	.00	1,753.25	2.6%
321000 512916	CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%
321000 521210	PROFESSIONAL - LE	20,000	0	20,000	3,332.50	.00	16,667.50	16.7%
321000 521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	.0%
321000 522220	EQUIPMENT MAINT &	5,000	0	5,000	441.22	.00	4,558.78	8.8%
321000 522230	VEHICLE REPAIRS &	2,000	0	2,000	.00	.00	2,000.00	.0%
321000 522320	RENTAL - EQUIPMEN	9,000	0	9,000	1,384.32	.00	7,615.68	15.4%
321000 523100	INSURANCE COMMERC	117,755	0	117,755	1,698.12	.00	116,056.88	1.4%
321000 523200	COMMUNICATIONS	47,000	0	47,000	8,816.51	.00	38,183.49	18.8%
321000 523210	POSTAGE	3,500	0	3,500	136.79	.00	3,363.21	3.9%
321000 523400	PRINTING & BINDIN	3,000	0	3,000	843.57	.00	2,156.43	28.1%
321000 523500	TRAVEL	4,000	0	4,000	1,248.50	.00	2,751.50	31.2%
321000 523600	DUES & FEES	4,000	0	4,000	1,466.00	.00	2,534.00	36.7%
321000 523630	RADIO SUBSCRIBER F	25,000	0	25,000	23,155.20	.00	1,844.80	92.6%
321000 523700	TRAINING & EDUCAT	8,000	0	8,000	2,802.00	.00	5,198.00	35.0%
321000 523850	CONTRACT LABOR	0	0	0	5,382.50	.00	-5,382.50	100.0%
321000 523920	SOFTWARE LICENSES	158,500	0	158,500	82,994.20	.00	75,505.80	52.4%
321000 531100	SUPPLIES - GENERA	800	0	800	29.65	.00	770.35	3.7%
321000 531110	SUPPLIES - OFFICE	2,000	0	2,000	60.98	.00	1,939.02	3.0%
321000 531250	OIL	800	0	800	.00	.00	800.00	.0%
321000 531270	GASOLINE	5,000	0	5,000	834.75	.00	4,165.25	16.7%
321000 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
321000 531700	OTHER SUPPLIES	2,000	0	2,000	524.85	.00	1,475.15	26.2%
TOTAL PD ADMINISTRATION		1,048,835	0	1,048,835	297,127.12	388.29	751,319.59	28.4%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 00010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322100 PD CRIMINAL INVESTIGATION DIV</b>								
322100 511100	WAGES - REGULAR	1,031,800	0	1,031,800	241,353.58	.00	790,446.42	23.4%
322100 511300	WAGES - OVERTIME	46,000	0	46,000	4,255.14	.00	41,744.86	9.3%
322100 512100	GROUP INSURANCE	215,200	0	215,200	53,500.19	.00	161,699.81	24.9%
322100 512200	FICA & MEDICARE	82,450	0	82,450	19,419.55	.00	63,030.45	23.6%
322100 512401	RETIREMENT DCP	63,000	0	63,000	14,595.04	.00	48,404.96	23.2%
322100 512402	RETIREMENT DBP	81,800	0	81,800	23,027.90	.00	58,772.10	28.2%
322100 512403	RETIREMENT STATE	4,500	0	4,500	1,325.00	.00	3,175.00	29.4%
322100 512700	WORKERS COMPENSAT	26,880	0	26,880	6,729.51	.00	20,150.49	25.0%
322100 512900	OTHER EMPLOYEE BE	6,300	0	6,300	1,416.06	461.90	4,422.04	29.8%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	413.00	.00	3,587.00	10.3%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100 522220	EQUIPMENT MAINT &	3,500	0	3,500	.00	.00	3,500.00	.0%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	1,245.42	.00	5,754.58	17.8%
322100 523500	TRAVEL	14,400	0	14,400	2,822.30	.00	11,577.70	19.6%
322100 523700	DUES & FEES	2,200	0	2,200	330.00	.00	1,870.00	15.0%
322100 523700	TRAINING & EDUCAT	14,400	0	14,400	3,770.00	.00	10,630.00	26.2%
322100 523900	PEPI OTHER PURCHAS	25,000	0	25,000	.00	.00	25,000.00	.0%
322100 531100	SUPPLIES - GENERA	3,000	0	3,000	502.54	.00	2,497.46	16.8%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	404.94	.00	3,595.06	10.1%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	16,000	0	16,000	2,636.55	.00	13,363.45	16.5%
322100 531300	MEALS - FOOD	700	0	700	.00	.00	700.00	.0%
322100 531600	SMALL EQUIPMENT <	0	0	0	-1,282.93	.00	1,282.93	100.0%
322100 531700	OTHER SUPPLIES	5,000	0	5,000	143.00	.00	4,857.00	2.9%
322100 542400	COMPUTERS & COMPU	28,000	0	28,000	1,229.94	.00	26,770.06	4.4%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,697,530	0	1,697,530	377,836.73	461.90	1,319,231.37	22.3%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
322300 PD PATROL								
322300 511100	WAGES - REGULAR	3,928,000	0	3,928,000	942,898.91	.00	2,985,101.09	24.0%
322300 511300	WAGES - OVERTIME	110,000	0	110,000	10,919.58	.00	99,080.42	9.9%
322300 512100	GROUP INSURANCE	662,500	0	662,500	170,272.35	.00	492,227.65	25.7%
322300 512200	FICA & MEDICARE	308,900	0	308,900	76,410.49	.00	232,489.51	24.7%
322300 512401	RETIREMENT DCP	330,000	0	330,000	85,489.98	.00	244,510.02	25.9%
322300 512402	RETIREMENT DBP	135,000	0	135,000	22,452.16	.00	112,547.84	16.6%
322300 512403	RETIREMENT STATE	21,500	0	21,500	5,750.00	.00	15,750.00	26.7%
322300 512700	WORKERS COMPENSAT	117,300	0	117,300	29,366.76	.00	87,933.24	25.0%
322300 512900	OTHER EMPLOYEE BE	23,800	0	23,800	5,455.85	1,773.09	16,571.06	30.4%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	1,054.10	.00	8,945.90	10.5%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	231.80	.00	11,268.20	2.0%
322300 522230	VEHICLE REPAIRS &	38,000	0	38,000	13,657.59	217.91	24,124.50	36.5%
322300 522230	SHOP VEHICLE EXP -	118,000	0	118,000	24,229.96	.00	93,770.04	20.5%
322300 523500	TRAVEL	59,000	0	59,000	9,668.50	3,538.00	45,793.50	22.4%
322300 523600	DUES & FEES	3,800	0	3,800	62.00	.00	3,738.00	1.6%
322300 523700	TRAINING & EDUCAT	50,000	0	50,000	5,193.78	160.00	44,646.22	10.7%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	170.32	.00	5,329.68	3.1%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	56.47	.00	2,943.53	1.9%
322300 531120	UNIFORMS	60,000	0	60,000	3,048.09	1,466.49	55,485.42	7.5%
322300 531250	OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300 531270	GASOLINE	157,000	0	157,000	27,243.02	.00	129,756.98	17.4%
322300 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300 531600	SMALL EQUIPMENT <	26,000	0	26,000	7,758.15	.00	18,241.85	29.8%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	132.00	.00	4,868.00	2.6%
TOTAL PD PATROL		6,188,800	0	6,188,800	1,441,521.86	7,155.49	4,740,122.65	23.4%



## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
<b>322400 PD SUPPORT SERVICES</b>								
322400 511100	WAGES - REGULAR	630,500	0	630,500	149,134.08	.00	481,365.92	23.7%
322400 511200	WAGES - PART TIME	4,800	0	4,800	.00	.00	4,800.00	.0%
322400 511300	WAGES - OVERTIME	8,500	0	8,500	97.41	.00	8,402.59	1.1%
322400 512100	GROUP INSURANCE	152,700	0	152,700	32,667.12	.00	120,032.88	21.4%
322400 512200	FICA & MEDICARE	49,000	0	49,000	11,757.91	.00	37,242.09	24.0%
322400 512401	RETIREMENT DCP	48,000	0	48,000	3,476.70	.00	44,523.30	7.2%
322400 512402	RETIREMENT DBP	42,700	0	42,700	18,284.11	.00	24,415.89	42.8%
322400 512403	RETIREMENT STATE	1,200	0	1,200	350.00	.00	850.00	29.2%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	5,457.75	.00	16,382.25	25.0%
322400 512900	OTHER EMPLOYEE BE	3,900	0	3,900	790.26	261.83	2,847.91	27.0%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	.00	.00	2,400.00	.0%
322400 512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
322400 521300	TECHNICAL CONTRAC	8,500	0	8,500	978.25	.00	7,521.75	11.5%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	795.00	.00	12,705.00	5.9%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	7,645.22	140.00	32,214.78	19.5%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	669.48	.00	2,330.52	22.3%
322400 523500	TRAVEL	21,000	0	21,000	.00	.00	21,000.00	.0%
322400 523600	DUES & FEES	2,700	0	2,700	425.00	.00	2,275.00	15.7%
322400 523620	CREDIT CARD & BAN	0	0	0	86.19	.00	-86.19	100.0%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	1,280.00	.00	19,720.00	6.1%
322400 531100	SUPPLIES - GENERA	3,000	0	3,000	790.15	865.08	1,344.77	55.2%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	587.66	.00	2,612.34	18.4%
322400 531120	UNIFORMS	4,000	0	4,000	36.00	.00	3,964.00	.9%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	1,960.56	412.97	25,626.47	8.5%
322400 531200	UTILITIES	50,000	0	50,000	10,642.17	.00	39,357.83	21.3%
322400 531250	OIL	300	0	300	.00	.00	300.00	.0%
322400 531270	GASOLINE	7,000	0	7,000	845.68	.00	6,154.32	12.1%
322400 531300	MEALS - FOOD	500	0	500	38.66	.00	461.34	7.7%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	136.92	.00	13,863.08	1.0%
322400 542400	COMPUTERS & COMPU	2,000	0	2,000	.00	.00	2,000.00	.0%
TOTAL PD SUPPORT SERVICES		1,190,340	0	1,190,340	248,932.28	1,679.88	939,727.84	21.1%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>B22600 CUSTODY OF PRISONERS</b>								
322600 523900	OTHER PURCHASED S	105,000	0	105,000	12,404.69	.00	92,595.31	11.8%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	12,404.69	.00	92,595.31	11.8%
	TOTAL GENERAL FUND - OPERATING	10,230,505	0	10,230,505	2,377,822.68	9,685.56	7,842,996.76	23.3%
	TOTAL EXPENSES	10,230,505	0	10,230,505	2,377,822.68	9,685.56	7,842,996.76	

YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,230,505	0	10,230,505	2,377,822.68	9,685.56	7,842,996.76	23.3%

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

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210								
210001	REVENUES							
210001 351320	JUSTI CASH CONFISC	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
210001 351320	STATE CASH CONFISC	-43,000	0	-43,000	.00	.00	-43,000.00	.0%
210001 351320	TREAS CASH CONFISC	-1,000	0	-1,000	.00	.00	-1,000.00	.0%
210001 361400	STATE INTEREST INC	-250	0	-250	-30.17	.00	-219.83	12.1%
210001 361400	TREAS INTEREST TRE	-50	0	-50	-7.06	.00	-42.94	14.1%
210001 392100	STATE SALE OF ASSE	-5,000	0	-5,000	.00	.00	-5,000.00	.0%
TOTAL	REVENUES	-50,300	0	-50,300	-37.23	.00	-50,262.77	.1%

## YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
<b>210415 EXPENDITURES</b>							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	.00	.00	4,500.00	.0%
210415 523200 STATE COMMUNICATIO	17,000	0	17,000	1,672.88	.00	15,327.12	9.8%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700 STATE TRAINING & E	5,000	0	5,000	.00	.00	5,000.00	.0%
210415 531600 JUSTI SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531600 STATE SMALL EQUIPM	21,650	0	21,650	.00	.00	21,650.00	.0%
210415 531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700 JUSTI OTHER SUPPLI	500	0	500	.00	.00	500.00	.0%
210415 531700 TREAS OTHER SUPPLI	550	0	550	.00	.00	550.00	.0%
TOTAL EXPENDITURES	50,300	0	50,300	1,672.88	.00	48,627.12	3.3%
TOTAL CONFISCATED ASSETS	0	0	0	1,635.65	.00	-1,635.65	100.0%
TOTAL REVENUES	-50,300	0	-50,300	-37.23	.00	-50,262.77	
TOTAL EXPENSES	50,300	0	50,300	1,672.88	.00	48,627.12	

## YEAR-TO-DATE BUDGET REPORT



FOR 2022 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	1,635.65	.00	-1,635.65	100.0%
** END OF REPORT - Generated by Martha Lopez **							

# YEAR-TO-DATE BUDGET REPORT

FOR 2022 12

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370								
<b>370005 EXPENDITURES</b>								
370005 541400	INFRASTRUCTURE	396,600	0	396,600	.00	.00	396,600.00	.0%
	TOTAL EXPENDITURES	396,600	0	396,600	.00	.00	396,600.00	.0%
	TOTAL CAPITAL ACQUISITION FUND	396,600	0	396,600	.00	.00	396,600.00	.0%
	TOTAL EXPENSES	396,600	0	396,600	.00	.00	396,600.00	.0%

YEAR-TO-DATE BUDGET REPORT



FOR 2022 12

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	396,600	0	396,600	.00	.00	396,600.00	.0%

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



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

[illegible]

STATE DRUG SEIZURES (Funds)						
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance	
					111,667.87	
1/12/2022	PO 21021033	AT&T Nov 11 - Nov 28 Cell Phones		3,024.80	108,643.07	
1/31/2022		Interest Credit	14.91		108,657.98	
2/4/2022		DPD's Share - Lookout Mountain Drug Task Force	19,510.00		128,167.98	
2/15/2022	PO 21021034	AT&T Nov 29 - Dec 28 Cell Phones		1,706.86	126,461.12	
2/15/2022	PO 21021035	Frank's Auto & Wrecker Service 2018 Hyundai Sonata		115.00	126,346.12	
2/15/2022	PO 21220001	AT&T Dec 29 - Jan 28 Cell Phones		1,672.88	124,673.24	
2/28/2022		Interest Credit	15.26		124,688.50	

[illegible]

Federal Forfeitures Fund Treasury Funds					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2022 Starting Balance
					27,292.71
1/31/2022		Interest Credit	3.71		27,296.42
2/28/2022		Interest Credit	3.35		27,299.77
3/31/2022		Interest Credit	3.71		27,303.48
			10.77		

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

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>3.14</b>		<b><u>Employee Timekeeping, Compensation, and Benefits</u></b>
	1	Updated Revision and Re-evaluation dates
		Section II – Rewording
	2	Section III – Rewording
		(E)(6) – New item
	4	Section IV – Rewording
		Section V – Rewording
<b>3.18</b>		<b><u>Grievance Procedures</u></b>
	1	Updated Revision and Re-evaluation dates
		Section IV – Rewording, updated lettering
<b>4.8</b>		<b><u>Preliminary Investigations</u></b>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
	3	Section IV – Rewording
	4	Section V – Rewording
<b>4.21</b>		<b><u>Off-Duty Powers of Arrest</u></b>
	1	Updated Revision and Re-evaluation dates
		Section III – Rewording
<b>4.25</b>		<b><u>Domestic / Family Violence</u></b>
	1	Updated Revision and Re-evaluation dates
		Section II – Updated definitions
		(F) – New definition, updated lettering
	2-6	Section III – Rewording
		(F) – New sub-section
<b>4.28</b>		<b><u>Juvenile Procedures</u></b>
	1	Updated Revision and Re-evaluation dates
		Section I – Rewording
		Section II – Updated definitions, updated numbering
	3	Section III – Updated terminology
	3-5	Section V – Rewording
	6-7	Section VI – Rewording

	8	Section VII – Rewording Section IX – Rewording
<b>6.1</b>		<b><u>Emergency Call-Out and Notifications</u></b>
	1	Updated Revision and Re-evaluation dates
	3	Section VI – Rewording
<b>6.2</b>		<b><u>Hazardous Materials Incident Response</u></b>
	1	Updated Revision and Re-evaluation dates Section I – Rewording
		Section II – Updated definitions
	1-5	Section III – Rewording

# DALTON POLICE DEPARTMENT

		<i>Effective Date</i> <b>February 1, 1999</b>	<i>Number</i> <b>GO98-3.14</b>
<i>Subject</i> <b>Employee Timekeeping, Compensation, and Benefits</b>			
<i>Reference</i> <b>CALEA Standards – 22.1.1, 22.1.2, 22.1.9</b>		<i>Revised</i> <b>May 26, 2020 April 26, 2022</b>	
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>May 2022 April 2024</b>		<i>No. Pages</i> <b>7</b>

## I. Policy

It is the policy of the Dalton Police Department to accurately record the attendance of each member in accordance with state and federal law and to provide employees with compensation and benefits in accordance with City of Dalton guidelines.

## II. Timekeeping Procedure

### A. Employee Responsibilities

1. Clock in at the beginning of each workday, and clock out at the end of the workday.
2. Clock in no earlier than the established time before the scheduled work time, and clock out no later than the established time after the scheduled end of duty, except in approved overtime situations.
3. Report any time worked during unpaid meal breaks that is automatically deducted by the timekeeping system.
4. Report any additional time worked and any missed clock-in or clock-out to the Supervisor on the Payroll Time Adjustment Sheet/Leave Request Form (ADM PTA 980011 R0726) as soon as possible.

### B. Supervisor Responsibilities

1. Ensure that all employees clock in and out.
2. Make any corrections or changes that are brought to his / her attention by employees.
3. Ensure the accurate, timely entry of vacation, sick time, training, or other exceptions to the normal schedule.
4. Review the online timekeeping system software to ensure accuracy and ensure any needed corrections are made.

#### 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.

5. Ensure all required time adjustment sheets are submitted prior to the end of the pay period.

C. Special Instructions

1. If an employee has a position that requires an eight (8) hour work day, meal breaks will not be automatically deducted if an employee has less than eight (8) hours on the clock. If an employee leaves early (sick, vacation, etc.) and has taken a meal break during that day, this time must be manually deducted from the ~~clock~~ system. Additionally, the hours for sick time, etc. taken must be manually added to the timekeeping software so the employee will have eight (8) hours ~~on the clock~~ for the workday.
2. Any missing days on the timekeeping software must be checked to determine if an employee had a day off, sick leave, vacation, etc. If an employee is to be paid for that day, an entry must be made in the timekeeping software.
3. Employees shall not clock in early if they are not actually working. If more time is indicated for one day than the employee actually worked, the extra time shall be manually deducted in the timekeeping software.
4. Administrative Assistants are responsible for entering time for each division. If an Administrative Assistant is absent, a different Administrative Assistant shall enter the time for that division. Each Administrative Assistant shall have a different Administrative Assistant enter their personal time. ~~If only one person enters time for a section or division, that person shall have another employee enter the time into the timekeeping software in his / her absence, including his / her own time.~~
5. Time spent for training, both onsite and offsite, shall be recorded as the actual time spent in training minus any meal breaks. Only the hours spent in training shall be recorded, not the time that would have been spent if employees were on their regular assignment. Training hours shall be reported to the employee's Supervisor on the Payroll Time Adjustment Sheet/Leave Request Form as soon as possible.
6. Employees who utilize leave under the Family Medical Leave Act (FMLA), as outlined in the City of Dalton Employee Handbook, must use all accumulated sick and vacation time within the allotted FMLA leave period.
7. Employees who attend court during non-scheduled work time shall be compensated as if they were on duty. Employees shall receive a minimum of one (1) hour of pay for each court appearance. The one (1) hour, and any time beyond the first hour, shall be compensated as time worked. Employees shall complete a Payroll Time Adjustment Sheet/Leave Request Form for court appearances during non-scheduled work time.

III. Compensation

**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.



The City of Dalton Human Resources Office maintains a salary schedule that establishes pay grades and increases within each grade. Each job class is assigned a pay grade consistent with the duties and responsibilities of the class. Each position within the Department has its own job code.

A. Entry-level salary for the Department

The City of Dalton's salary schedule includes a minimum and maximum rate of pay for positions within the schedule. All newly hired employees shall be eligible, based upon available Department budget, to start at or above the minimum pay for their position, as determined by the Chief of Police.

B. Salary differential within ranks

The City of Dalton's salary schedule includes a minimum and maximum rate of pay for positions within the schedule. An employee that is promoted to a new rank shall be paid at or above the minimum rate of pay for the position, as determined by the Chief of Police.

C. Salary differential between ranks

Salary differential between ranks is based upon the City of Dalton's salary schedule. Each position within the salary schedule is designated a certain pay grade, and employees shall remain at that particular grade until they change positions. Each grade carries a difference in salary: the higher the grade, the higher the salary.

D. Compensatory Time / Overtime

Compensatory time is not authorized by the Department. For all non-exempt employees, any hours worked over a forty (40) hour per week period for non-sworn employees and any hours worked over an eighty (80) hour per two week period for sworn employees shall be paid at the rate of one and one-half times their normal hourly rate.

E. Salary Augmentation

The Department provides the following salary augmentations, based on available funding:

1. A newly hired employee with a **baccalaureate** degree from an accredited college or university shall receive a salary increase, as determined by the City of Dalton's salary schedule, after one (1) year of employment.
2. If an Officer obtains a **baccalaureate** degree from an accredited college or university prior to obtaining the designation of Police Officer First Class, he / she shall receive a salary increase, as determined by the City of Dalton's salary schedule.
3. When an Officer ~~who does not have a college degree~~ obtains the designation of Police Officer First Class, he / she shall receive a salary increase, as determined by the City of Dalton's salary schedule.

**RESTRICTED LAW ENFORCEMENT DATA**

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4. When an Officer obtains the designation of Master Police Officer, he / she shall receive a salary increase, **as** determined by the City of Dalton's salary schedule.
5. When a non-sworn employee is awarded a **college** degree ~~at an associate's level or higher~~ from an accredited **college or** university, he / she shall receive a salary increase, **as** determined by the City of Dalton's salary schedule.
6. **A sworn employee that has attained a college degree of a level higher than is required for that employee's position or rank, as outlined in policy GO92-3.2, Career Development Program, shall be eligible for a percentage salary increase, as determined by the Chief of Police and as funding is available. For example, an employee at the rank of Sergeant, which requires an associate degree, who has obtained a baccalaureate's degree shall be eligible for this incentive.**

#### IV. **Benefits**

- A. Employees may earn sick and vacation time at a rate outlined ~~by~~ **in** the Employee Handbook. Employees may take sick and vacation leave in increments of fifteen (15) minutes. Accrual limits for sick and vacation time are outlined in the Employee Handbook.
- B. The number of paid holidays per year is set by the City of Dalton. Holiday leave shall be used in increments of eight (8) hours. There is no accrual of holiday time.
- C. Employees that receive a summons for jury duty shall inform their immediate Supervisor. Employees that miss work due to jury service shall continue to receive their regular pay for scheduled work hours actually missed.
- D. Employees who experience a loss of a family member, as outlined in the Employee Handbook, may be granted three (3) consecutive days off with pay. These days are the day before, the day of, and the day following the funeral. Bereavement leave is only paid for the days that the employee was scheduled to work during this time.
- E. Employees that are active members of the military may utilize short-term **paid** military leave, as outlined in the Employee Handbook. ~~This type of paid leave is generally provided for up to 18 working days per calendar year.~~

#### V. **Military Deployment**

- A. Once an employee has received notice that he / she will be activated or deployed (for a period exceeding 90 days), the employee shall notify the Chief of Police through the chain of command. This notification shall be in writing, and copies of the appropriate military paperwork shall be submitted as well.
- B. Employee Point of Contact

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1. The employee's Division Commander or his / her designee shall serve as the Department's point of contact (POC) for the employee.
2. The employee shall provide the POC with some form of contact information, including an email address or phone number. The POC is responsible for maintaining periodic contact with the employee during the deployment.

C. Employee Out-Processing

1. The POC shall be responsible for ensuring that out-processing is completed.
2. The employee shall meet with the Chief of Police's Administrative Assistant in order to complete all documentation applicable to benefits while deployed.
3. The employee shall be required to turn in designated issued equipment items to the Property and Evidence Section where they ~~will~~ shall be stored and / or re-issued while the employee is deployed.
4. Once all out-processing tasks have been completed, an exit interview shall be conducted by the Chief of Police or his / her designee.

D. Reintegration

1. The POC shall be responsible for overseeing the reintegration process.
2. Once an employee becomes aware of his / her return date to the Department, he / she shall notify the POC.
3. At the earliest opportunity, an in-processing interview shall be conducted by the Chief of Police or his / her designee prior to the employee returning to duty.
4. The POC shall make arrangements with the Department's Training Coordinator for the employee to receive any necessary training prior to returning to duty.
5. If applicable, the POC shall process any needed waivers through the Georgia Peace Officer Standards and Training Council (POST).
6. The POC shall ensure that the employee is re-issued all necessary equipment from the Property and Evidence Section.
7. The employee shall meet with the Accreditation Manager to ensure all Department policies that were revised or issued while the employee was deployed are received and acknowledged.

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8. The employee shall complete a two (2) week reintegration period with a Field Training Officer or mentor. Once this phase is successfully completed, the employee shall be returned to full duty.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

## PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM

EMPLOYEE: \_\_\_\_\_

Date(s)	Type of Leave/ Adjustment	Total Add	Hours Deduct	Time IN	Time OUT	Reason	Is this time recorded on clock (Y/N)

### TYPES OF LEAVE/ADJUSTMENT

Regular	Vacation	Sick	Holiday	Military	Jury
Missed Punch	Lunch	Training	Court	Special Event	Other

DATE REQUESTED: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature\_\_\_\_\_  
Supervisor Signature\_\_\_\_\_  
Date

APPROVED: \_\_\_\_\_

DENIED: \_\_\_\_\_

ENTERED BY: \_\_\_\_\_

DATE: \_\_\_\_\_

ADM PTA 980011 R0726

#### RESTRICTED LAW ENFORCEMENT DATA

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The Dalton Police Department PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM should be filled out in the following manner:

1. Employee's name should be written at the top of the form.
2. Date(s) for each leave/adjustment should be in the first column.
3. Type(s) of leave/adjustment(s) should be in the next column.
4. Total hours to be added to or deducted from the employee's time should be in the next column. If employee worked less than 8 hours, indicate a lunch deduction if lunch was taken.
5. If employee missed a punch, the Time IN or Time OUT should be written in the column indicated.
6. The reason(s) for the leave/adjustment(s) should be listed.
7. If the time worked is recorded on the clock, mark Y. If the requested time has not been recorded, mark N.
8. The form must be signed and dated by the employee requesting the adjustment.
9. The form must be approved or denied, signed, and dated by a Supervisor.
10. The form must be signed and dated by the employee entering the time.

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>June 28, 2011</b>	Number <b>GO11-3.18</b>
Subject <b>Grievance Procedures</b>			
Reference <b>CALEA Standards – 22.4.1, 22.4.2, 22.4.3, 26.1.6</b>		Revised <b>May 26, 2020 April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>-May 2022 April 2024</b>		No. Pages <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department to provide all employees with a definitive method by which they may assert grievances.

## II. Definition

*Grievance* – An issue raised by a Department member concerning a perceived inaccurate or inconsistent application of Department policies and procedures, personnel practices, or work conditions.

## III. Purpose

A carefully designed grievance process provides members an opportunity to voice their concerns on personnel and policy matters when there is a disagreement and can help to increase morale, identify problems within the organization, and increase the positive perception members have of the organization.

## IV. Procedure

### A. Grievance

1. It is recommended, though not required, that employees initially attempt to resolve issues of concern regarding job-related grievances by contacting their immediate Supervisor in the chain of command.
2. If a solution cannot be reached in an informal manner, or if the employee wishes not to discuss the matter with the Supervisor, the employee may complete and submit a Grievance Form.
  - a. The form shall contain specific information concerning the grievance.
  - b. If applicable, dates, names of persons involved, and witnesses shall be included.

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- c. The form should also include any remedy or adjustments sought.
- d. ~~#~~ The form shall be directed through the chain of command to the employee's Division Commander.

- 3. Grievance Forms shall be submitted within ten (10) calendar days of either the occurrence or of the member becoming aware of an issue of concern.
- 4. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the front page.
- 5. Within twenty (20) calendar days of the Grievance Form reaching the Division Commander, he / she shall meet with the employee and discuss the findings. The Division Commander's findings shall also be noted on the Grievance Form.
- 6. At the conclusion of the meeting with the Division Commander, the employee shall sign and date the Grievance Form. He / she shall also indicate on the form if he / she wishes to appeal the Division Commander's decision.

**B. Appeal Process**

- 1. If the employee indicates that he / she wishes to appeal the Division Commander's decision, the Division Commander shall forward the appeal through the chain of command to the Chief of Police. The back of the Grievance Form shall be used during the appeal process.
- 2. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the back page.
- 3. Within twenty (20) calendar days of the Grievance Form reaching the Chief of Police, he / she shall meet with the employee and discuss the findings with him / her. The Chief of Police's findings shall also be noted on the back of the Grievance Form.
- 4. At the conclusion of the meeting with the Chief of Police, the employee shall sign and date the back of the Grievance Form.
- 5. The findings of the Chief of Police may be appealed through the process outlined in the City of Dalton Employee Handbook.

**C. Employee Representation**

Nothing contained in this policy shall prohibit a member from seeking assistance or representation in the grievance process.

**D. Maintenance and Control of Grievance Records**

**RESTRICTED LAW ENFORCEMENT DATA**

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All formal grievance documentation shall be coordinated by the Division Commander that received the grievance. When completed, the Grievance Form and any supporting documentation shall be forwarded to the Chief of Police and maintained in a secure location.

E. Annual Analysis

The Assistant Chief of Police shall conduct an annual analysis of all formal grievances, as well as supporting policies and practices within the Department. A report of the completed analysis shall be submitted to and reviewed by the Chief of Police.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO88-4.8</b>
Subject <b>Preliminary Investigations</b>			
Reference <b>CALEA Standards – 42.1.4, 42.2.1</b>		Revised <b>May 26, 2020</b> <b>April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>May-2022</b> <b>April 2024</b>		No. Pages <b>5</b>

## I. Policy

It is the policy of the Dalton Police Department that Officers **shall** perform a thorough preliminary investigation of all incidents, both dispatched and self-initiated, and alleged crimes in a manner that ensures the proper gathering of facts and information relevant to the incident; the protection and integrity of the crime scene; attention to the medical and emotional needs of the victims of crime; identification of witnesses and suspects; and adequate and thorough documentation of required reports to ensure a successful prosecution and disposition of ~~the~~ **each** case.

## II. Definition

**Preliminary Investigation** – The activities that begin when an Officer is dispatched or assigned to proceed to a crime or becomes engaged in a self-initiated police activity and leading up to a determination by responding Officer(s) that no further action is necessary, an arrest(s) by the responding Officer(s) is made, or a Supervisor determines the investigation should be forwarded to the Criminal Investigations Division (CID). A preliminary investigation is a fact-finding process which must be carried out thoroughly and accurately. The nature of the incident or alleged crime will determine the extent of the preliminary investigation and the Officer's responsibilities.

## III. Preliminary Investigations by Patrol Officers

- A. Patrol Officers are responsible for conducting preliminary investigations for the majority of cases reported to the Department and for most self-initiated police activity.
- B. The responding Officer is responsible for conducting a thorough preliminary investigation and proper protection, documentation, and collection of all evidence, statements, and interviews, unless he or she is properly relieved. The Officer may be relieved by another Officer or an Investigator upon their acceptance of responsibility for the incident or scene.
- C. Officers shall, at a minimum:
  1. Make the scene safe.

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2. Make a determination and call for medical assistance, if needed, and provide care while waiting for medical personnel, if possible.
  3. Observe all conditions and events, and record the remarks made by anyone at the scene.
  4. If possible, identify and locate all persons involved in the case or incident, including complainants, victims, witnesses, and suspects.
  5. Maintain and protect the crime scene, and arrange for the collection of evidence or process the scene themselves.
  6. Interview the complainants, victims, witnesses, and suspects. Officers shall follow the guidelines in directive GO98-4.4, Conducting Interviews and Interrogations.
  7. Inform victims and / or witnesses of the case number, if known, and explain the subsequent steps in the processing of the case. Advise the victims and / or witnesses to contact the Officer / Investigator if they discover new information or details or if the suspect or anyone else threatens or otherwise intimidates them.
  8. Provide a telephone number that the victims and / or witnesses may call to report additional information about the case or to receive information about the case.
  9. When applicable, provide each victim and / or witness of a crime with a Crime Victim's Bill of Rights notification. Provide victims and / or witnesses with information pertaining to counseling, medical attention, victim advocacy, or other measures that are applicable for the situation.
  10. Complete an incident report detailing the findings of the Officer, including the evidence that was collected, interviews obtained, suspects identified, and future steps that will be taken in the case.
  11. Complete all supplemental reports on actions taken after the initial incident report has been completed.
  12. Keep their Supervisor updated on the status of the investigation.
- D. In an unusually serious or complex situation, immediate action by Criminal Investigations Division (CID) personnel may be warranted. CID shall be notified of any case that is of a serious nature, when it is apparent a lengthy follow-up investigation may be necessary. This may include, but is not limited to, cases involving:
1. Homicide
  2. Suspicious Death

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3. Suicide
  4. Rape
  5. Robbery
  6. Kidnapping
- E. The Dalton PD Investigative Checklist (DET DPDIC 120810) may be used during preliminary and / or follow-up investigations to assist with tracking all required investigative functions.

#### IV. **Identifying and Arresting Suspects**

- A. The arrest of a ~~citizen~~ person is a very serious matter and should be done only after sufficient facts are gathered to establish probable cause for an arrest and those facts are supported by reasonable independent investigation.
- B. Identification of suspects for the purpose of arrest shall be conducted using the guidelines established in directive GO91-7.10, Lineups and Pretrial Identifications.
- C. A prudent Officer will err on the side of caution when making an arrest for an offense not committed in his or her presence.
- D. Before making an arrest or obtaining a warrant, the Officer shall consider the following factors:
1. The need to protect the victim(s)
  2. The nature of the crime committed
  3. The time and place of occurrence
  4. The lapse of time between the crime and the arrival of the Officer(s) on the scene
  5. Whether the offender is known to the Officer or a good description of the offender is available
  6. What information was used to identify the suspect (witness statements, video, lineup, show-up, social media, photos on Department or other electronic files, etc.)?
  7. Are those forms of identification acceptable for probable cause?
  8. Has the suspect been properly identified?
  9. Is there enough information to obtain a warrant?

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10. Has contact been made or an interview attempted with the suspect(s) in the case?
  11. Are there any other steps that can be taken to strengthen the case?
- E. The Officer shall discuss the facts and other information with a Supervisor, if possible, and evaluate the decision to make an arrest in cases where an offense was not committed in the presence or immediate knowledge of an Officer.

V. **Supervisor Responsibilities**

- A. Go to the crime scene on incidents involving death, rape, serious bodily injury, major property loss, or upon request.
- B. Ensure that the responding Officer(s) has adequate resources to effectively protect the crime scene, interview witnesses, canvass neighborhoods, etc.
- C. Confer with and provide guidance to the Officer(s) during the preliminary investigation.
- D. Request investigative assistance from CID, if deemed necessary.
- E. Review the Officer's actions and all **incident** reports, supplemental reports, and documents related to the preliminary investigation to evaluate the need for further action and accuracy of reports.
- F. The Supervisor is responsible for determining if the preliminary investigation is complete, needs further attention by the Officer, or should be referred to CID.

VI. **Follow-up Investigations by Patrol Officers**

- A. Patrol Officers may be assigned to follow up on an incident or alleged crime after an arrest has been made or after the Officer has completed the preliminary investigation and the case remains active. The successful resolution or prosecution of a case is not guaranteed at the point when a suspect is arrested.
- B. Follow-up investigations are beneficial in securing the full facts of the case and often yield further evidence and facts. The following shall serve as a guide in determining when a follow-up investigation should be turned over to CID:
  1. When the follow-up investigation requires prolonged contact with an outside agency.
  2. When the follow-up may pertain to an ongoing investigation in CID.
- C. When any of the above conditions exist, the Officer shall confer with his / her Supervisor prior to engaging in a follow-up investigation.
- D. Supervisors shall utilize the Case Management table within the Department's Records Management System to keep track of follow-up investigations that have

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been assigned to Officers. This includes assigning due dates for Officers to have completed or updated the status of assigned follow-up investigations.

- E. Officers shall conduct all assigned follow-up investigations in a timely manner, complete supplemental reports detailing their actions, and keep their Supervisor advised of the status of their assigned cases.
- F. Supervisors are responsible for updating the Case Management table when supplemental reports are submitted regarding follow-up investigations that have been assigned to Officers.
- G. Supervisors shall routinely audit their Officers' assigned follow-up investigations in the Case Management table to ensure assignments and case statuses are up-to-date.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>February 24, 2004</b>	Number <b>GO03-4.21</b>
Subject <b>Off-Duty Powers of Arrest</b>			
Reference		Revised <b>May 26, 2020</b> <b>April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>May 2022</b> <b>April 2024</b>		No. Pages <b>3</b>

## I. Policy

It is the policy of the Dalton Police Department that off-duty Officers shall demonstrate courteous, professional behavior while in public. Off-duty Officers should generally refrain from law enforcement activities; however, sworn Officers, under exigent or during emergency situations, are authorized to make arrests while off-duty.

## II. Definitions

- A. *Off-Duty* – Not assigned or working a prescribed shift, detail, or tour of duty. Furthermore, in the process of conducting personal business, leisure activities, or working for another person or business, entirely independent of the authority arising out of a position of a law enforcement agent of this Department.
- B. *Personally Involved* – An Officer is deemed personally involved when the off-duty Officer, a family member, or a friend becomes engaged in a dispute or incident involving a personal matter with the person, or any other person connected with the incident, being arrested, or the Officer is accepting money for law enforcement or security duties from other than this Department. This does not apply to situations where the Officer is a victim of crime.

## III. Guidelines for Off-Duty Conduct

- A. Off-duty Officers sometimes encounter criminal acts that they may not be equipped, nor prepared, to handle in the same manner as if they were on duty. Off-duty Officers taking action in response to an observed crime may actually confuse on-duty Officers arriving on the scene, which may lead to unnecessary injuries to Officers or others. Off-duty Officers should report observed crimes and allow on-duty Officers to respond, unless immediate action is needed to intervene to protect human life.
- B. Officers shall not use their police authority to resolve personal grievances (e.g. those involving the Officer, family members, relations, or friends) except under circumstances that would justify the use of self-defense, actions to prevent injury to another person, or when a serious offense has been committed that would justify an arrest. In all other cases, Officers shall summon on-duty ~~police~~ law

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**enforcement** personnel and notify a Supervisor in cases where there is personal involvement that would reasonably require law enforcement intervention.

- C. Peace Officers performing official acts under color of law and applying reasonably good judgment may be immune from civil liability or criminal prosecution. However, this conditional protection does not extend to acts intended to cause injury or damage or to those actions that the Officer knew, or reasonably should have known, were in conflict with the law. Officers must therefore use good judgment whenever there may be a perceived conflict of interest.
- D. Off-duty Officers may carry approved off-duty weapons, as authorized in policy GO88-2.12, Firearms. Officers may only use these weapons in compliance with policy GO88-5.1, Use of Force.
- E. Unless operating a marked police vehicle, off-duty Officers shall not arrest or issue citations or warnings to traffic violators on sight, except when the violation is of such a dangerous nature that Officers would reasonably be expected to take appropriate action.

IV. **Off-Duty Responsibilities**

- A. Immediately report any suspected or observed criminal activities to on-duty authorities.
- B. Abide by all Department policies and procedures when affecting an arrest or intervening in an altercation.
- C. Carry Department credentials and badge at all reasonable times.
- D. Take immediate enforcement actions only to safeguard life or prevent escape of dangerous offenders.

V. **Permitted Off-Duty Arrests**

Off-duty Officers, within the legal jurisdiction of this Department, may make arrests only when:

- A. Not personally involved in the incident underlying the arrest.
- B. There is an immediate need for the prevention of a serious crime or apprehension of a felon or violent suspect.
- C. The crime requires a full custodial arrest.
- D. In possession of appropriate Department identification and badge.
- E. There are no on-duty Officers present or capable of responding in a reasonable period of time.

VI. **Prohibited Off-Duty Arrests**

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Officers shall not make an arrest while off-duty when:

- A. Personally involved in the underlying incident.
- B. Engaged in off-duty employment, not associated with this Department, and the Officer's actions are only in furtherance of the interests of the private employer (see policy GO94-3.10, Off-Duty / Extra-Duty Employment).
- C. Enforcing a minor traffic regulation, code, or administrative matter.
- D. The Officer has custody of minor children and is responsible for their safety and protection.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO91-4.25</b>
Subject <b>Domestic / Family Violence</b>			
Reference <b>OCGA 16-5-94, 16-5-95, 17-4-20, 17-4-20.1, 19-3-1, 19-13-6</b> <b>CALEA Standards – 55.2.1, 55.2.2, 55.2.3, 55.2.4</b>		Revised <b>May 26, 2020</b> <b>April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <b>May 2022</b> <b>April 2024</b>		No. Pages <b>6</b>

## I. Policy

It is the policy of the Dalton Police Department to reduce the incidence and severity of domestic violence, protect victims of domestic violence and provide them with support through a combination of law enforcement and community services, and promote officer safety by ensuring that Officers are fully prepared to respond to, and effectively deal with, domestic violence calls for service.

## II. Definitions

A. *Domestic / Family violence (O.C.G.A. 19-13-1)* – The occurrence of one or more of the following acts between past and present spouses, parents and children, stepparents and stepchildren, foster parents and foster children, or other persons living, or formerly living, in the same household.

1. Any felony
2. Commission of offenses of battery, simple battery, simple assault, assault, stalking, criminal damage to property, unlawful restraint, or criminal trespass

Exclusion: Family violence shall not be deemed to include reasonable discipline administered by a parent to a child in the form of corporal punishment, restraint, or detention.

B. *Protective Order (O.C.G.A. 19-13-4)* – An order, either temporary or permanent, issued by the Superior Court to bring about a cessation of acts of family violence. The order may, among other things, grant possession of a residence, evict a person from a residence, award temporary custody of children, establish temporary visitation rights, establish child support and / or alimony payments, award possession of personal property, and order the respondent to refrain from harassing or interfering with the victim. A violation of a protective order may result in contempt of court or criminal charges as related to O.C.G.A. 16-5-95 (O.C.G.A. 19-13-6).

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- C. *Civil Family Violence Order (O.C.G.A. 16-5-95)* – Any temporary protective order or permanent protective order issued pursuant to Article 1 of Chapter 13 or Title 19. See *Protective Order*. A violation of this order is a misdemeanor, as outlined in O.C.G.A. 16-5-95, *unless the violation of the order constitutes a violation of O.C.G.A. 16-5-91, Aggravated Stalking, which is a felony.*
- D. *Criminal Family Violence Order (O.C.G.A. 16-5-95)* – Any order of pretrial release issued as a result of an arrest for an act of family violence or any order of probation issued as a result of a conviction or plea of guilty, nolo contendere, or first offender to an act of family violence. A violation of this order is a misdemeanor, as outlined in O.C.G.A. 16-5-95, *unless the violation of the order constitutes a violation of O.C.G.A. 16-5-91, Aggravated Stalking, which is a felony.*
- E. *Dating Violence (O.C.G.A. 19-13A-1)* – The occurrence of one or more of the following acts between persons through whom a current pregnancy has developed or persons currently, or within the last six months were, in a dating relationship, which is a committed romantic relationship characterized by a level of intimacy that is not associated with mere friendship or between persons in an ordinary business, social, or educational context (does not require sexual involvement):
  - 1. Any felony
  - 2. Commission of the offenses of simple battery, battery, simple assault, or stalking
- ~~F.~~ *Restraining Order (O.C.G.A. 16-5-94)* – An order issued by the Superior Court in response to alleged conduct constituting stalking, as defined in O.C.G.A. 16-5-90. The order may, among other things, direct a party to refrain from such conduct or order a party to refrain from harassing or interfering with the other party. A violation of a restraining order may result in contempt of court charges.

### III. **Responding Officer Procedures**

- A. Arrival
  - 1. Responding to the domestic violence call is extremely risky for the Officer. Officers shall always be on guard for unpredictable behavior and never let down their guard.
  - 2. Officers shall be very cautious and recognize that they are particularly vulnerable.
  - 3. Officers shall never park their police vehicles in front of or in sight of front doors or windows, unless absolutely necessary.
  - 4. Officers shall never stand in front of a door or window when knocking, unless absolutely necessary.
  - 5. If at all possible, wait for backup assistance.
  - 6. Do not use force to enter the dwelling, unless an emergency exists.

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7. Officers shall listen briefly to any sounds coming from inside the dwelling prior to knocking.
8. After knocking, Officers shall identify themselves as Dalton Police Officers.
9. When feasible, Officers shall survey the scene and make mental notes of the position of all subjects inside.
10. Officers shall protect their weapons at all times and be alert for weapons or potential weapons in the dwelling.
11. Officers shall not allow occupants to wander around or go into other rooms unsupervised.

**B. On-Scene Investigations**

1. When responding to a domestic / family violence call, the Officer shall:
  - a. Restore order by gaining control of the situation.
  - b. Take control of all weapons used, or threatened to be used, in the crime.
  - c. Assess the need for medical attention, and call for medical assistance, if needed.
  - d. Interview all parties separately.
    - (1) Use a calm voice, and only use force when justified.
    - (2) Be patient. Listen to each side individually, and do not let multiple people talk at the same time.
    - (3) Start the interview with non-threatening questions, such as length of marriage, children, etc., keeping in mind the following points:
      - (a) Ethnic and cultural backgrounds
      - (b) Request instead of demand information.
      - (c) Use proper forms of address when speaking.
      - (d) Be calm, sensitive, and establish a personal interest.
  - e. Collect and record evidence of injuries and property damage.
  - f. Complete appropriate incident reports necessary to fully document the Officer's response, whether or not a crime was committed, or an arrest made.

**RESTRICTED LAW ENFORCEMENT DATA**

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2. In all cases in which a child under the age of seventeen (17) is present, the Officer shall obtain the name(s) and age(s) of the child(ren) and forward a copy of the report to the Department of Family and Children Services.
3. Determine if any violations of O.C.G.A. 16-5-70, Cruelty to Children, have occurred.
4. Determine if any protective, restraining, or family violence orders have been issued for any of the involved parties and if any violations of the orders have occurred.
5. After each party has been interviewed, responding Officers may confer to determine if an arrest should be made or whether other actions should be taken.
6. If the offender has left the scene and a crime has been committed, the Officers shall:
  - a. Conduct a search of the immediate area for the offender.
  - b. Obtain information from victims and witnesses as to where the offender might be.
  - c. Refer the matter to CID or conduct necessary follow-up investigations.
7. Officers are encouraged to record the interviews on their in-car MVR, body-worn camera, and / or other audio / video recording devices.

C. Arrest

1. Establishing probable cause
  - a. OCGA 17-4-20 provides that an Officer may arrest, with or without a warrant, if the Officer has probable cause to believe that an act of family violence has been committed. The same degree of probable cause is required in a case of family violence to make an arrest without a warrant, as it is in any other criminal case.
  - b. In acts of domestic / family violence, willingness to prosecute is not a necessary criteria for probable cause.
  - c. In acts of domestic / family violence, the Officer shall consider the following, among other things, in establishing probable cause:
    - (1) Previous calls to the location
    - (2) Indication of drug or alcohol abuse
    - (3) Damage or disarray of home furnishings

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- (4) Obvious signs of injury or abuse
- (5) Emotional state of the victim
- (6) Statements of the parties involved and of any witnesses

- 2. When a felony has been committed and the suspect can be located, the officer shall arrest.
- 3. When a felony has been committed and the suspect cannot be located, the Officer shall apply for an arrest warrant, and a supplement to the original report shall be made. If an arrest is not made, the Officer shall document the reasons an arrest was not made in the incident report.
- 4. When a misdemeanor has been committed and the victim has been injured or the likelihood exists that more violence will occur, the Officer shall arrest whether or not the victim wants to prosecute. If an arrest is not made, the Officer shall document the reasons an arrest was not made in the incident report.
- 5. The Officer shall emphasize to the victim and the offender that the criminal action is being initiated by the State and not the victim.
- 6. The victim shall only be advised to schedule a pre-trial or warrant hearing with the Magistrate on cases where probable cause cannot be established.

D. Responding to Calls Involving Employees of the Dalton Police Department

- 1. This Department provides unbiased and impartial law enforcement services to all members of the community, including family or household members of Department employees.
- 2. If a domestic disturbance call for service **inside the city limits of Dalton** is from a residence, family member, or an employee of this Department, the dispatcher shall:
  - a. Dispatch an on-duty Supervisor and a second Officer to respond to the call.
  - b. Pass all critical information on to the responding Supervisor and Officer.
- 3. It is the policy of this Department not to provide any professional courtesy, special consideration, or special treatment to employees of this Department who are alleged suspects in a domestic disturbance incident. In such instances, responding Officers shall follow the procedures outlined in this directive.

E. Victim Assistance / Crime Prevention

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Many victims of domestic violence feel trapped in violent relationships because they are unaware of the resources available to help them or that domestic violence is a crime. Also, the offender may have threatened further violence if the victim attempts to leave or seek assistance. Officers are therefore required to provide the following assistance to victims:

1. The investigating Officer shall advise the victim / witness about what to do if the suspect or the suspect's companions or family threatens or otherwise intimidates him or her.
2. Advise all parties about the criminal nature of family violence, its potential for escalation, and that help is available.
3. Secure medical treatment for victims.
4. Ensure the safety of any children.
5. Remain on the scene until satisfied that there is no immediate threat to the victim.
6. Remain on the scene to preserve the peace as personal property is being removed.
7. Provide the victim with referral information for legal or social assistance and support, utilizing the Crime Victim's Bill of Rights notification form. Such referrals may include:
  - a. Department of Family and Children Services
  - b. Mental health facilities
  - c. Victim / Witness Assistance Program
  - d. Nearest shelter for battered women
  - e. Other information concerning court-related matters

#### F. Dating Violence

1. The dating violence statute applies the protections of the Georgia Family Violence Act to dating relationships.
2. Officers shall respond to and investigate reports of dating violence using the same procedures, as outlined in this directive, for reports of domestic violence.

#### RESTRICTED LAW ENFORCEMENT DATA

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*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>July 26, 2011</b>	Number <b>GO11-4.28</b>
Subject <b>Juvenile Procedures</b>			
Reference <b>CALEA Standards – 44.1.1, 44.1.3, 44.2.1, 44.2.2, 44.2.3, 82.1.2</b>		Revised <del>May 26, 2020</del> <b>April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <del>May 2022</del> <b>April 2024</b>		No. Pages <b>8</b>

## I. Policy

It is the policy of the Dalton Police Department to follow established guidelines concerning the contact, release, intake, detention, and referral of juveniles and to maintain programs focused on preventing and controlling juvenile delinquency.

## II. Definitions

### A. *Child / Juvenile* – Any individual who is:

1. Under the age of 18 years;
2. Under the age of 17 years when alleged to have committed a delinquent act;
3. ~~Under the age of 22 years and in the care of DFCS as a result of being adjudicated dependent before reaching 18 years of age; Between 18 and 21 years of age and receiving extended care youth services from DFCS; or~~
4. ~~Under the age of 23 years and eligible for and receiving independent living services through DFCS as a result of being adjudicated dependent before reaching 18 years of age; or~~
- 4.5. Under the age of 21 years who committed an act of delinquency before reaching the age of 17 years and who has been placed under the supervision of the court or on probation to the court for the purpose of enforcing orders of the court.

### B. *Child in Need of Services* – A child adjudicated to be in need of care, guidance, counseling, structure, supervision, treatment, or rehabilitation and who is adjudicated to be:

1. Subject to compulsory school attendance and who is habitually and without good and sufficient cause truant, as such term is defined in Code Section 15-11-381, from school;

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2. Habitually disobedient of the reasonable and lawful commands of his or her parent, guardian, or legal custodian and is ungovernable or places himself or herself or others in unsafe circumstances;
3. A runaway, as such term is defined in Code Section 15-11-381;
4. A child who has committed an offense applicable only to a child;
5. A child who wanders or loiters about the streets of any city or in or about any highway or any public place between the hours of 12:00 midnight and 5:00 A.M.;
6. A child who disobeys the terms of supervision contained in a court order which has been directed to such child who has been adjudicated a child in need of services;
7. A child who patronizes any bar where alcoholic beverages are being sold, unaccompanied by his or her parent, guardian, or legal custodian, or who possesses alcoholic beverages; or
8. A child who has committed a delinquent act and is adjudicated to be in need of supervision but not in need of treatment or rehabilitation.

C. *Delinquent Act* –

1. ~~Violation of federal, state law, or local ordinance, however, this does not include traffic offenses or status offenses.~~ An act committed by a child designated a crime by the laws of this state, or by the laws of another state if the act occurred in that state, under federal laws, or by local ordinance, and the act is not an offense applicable only to a child or a juvenile traffic offense;
2. The act of disobeying the terms of supervision contained in a court order which has been directed to a child who has been adjudicated to have committed a delinquent act; or
3. Failing to appear as required by a citation issued for an act that would be a crime if committed by an adult.

D. *Juvenile Court Intake Officer* – The individual designated by Juvenile Court to determine whether any child taken into custody should be released or detained and, if detained, the appropriate place of detention.

E. *Runaway* – A child who, without just cause and without the consent of his or her parent, guardian, or legal custodian, is absent from his or her home or place of abode for at least 24 hours (O.C.G.A. 15-11-381).

F. *Status Offender* – A juvenile who is charged with an offense that would not be a crime if committed by an adult (O.C.G.A. 15-11-381).

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- G. All other terms and definitions relating to juvenile operations are found in O.C.G.A. 15-11-2. Officers should refer to this code whenever a question arises concerning juveniles that are not covered in this policy.

### III. **Purpose**

- A. Through participation in juvenile-focused programs, including the School Resource Officer program and the ~~Police-Explorer~~ **Public Safety Cadet** program, the Department is committed to the development and perpetuation of programs designed to prevent and control delinquency. All Department divisions and personnel share in the responsibility of participating in and / or supporting juvenile operations and programs.
- B. In conjunction with Departmental crime analysis efforts, special details and / or operations shall continually be developed and implemented to address actual or perceived increases in juvenile delinquency.
- C. An annual review and written evaluation of all juvenile delinquency enforcement and prevention programs participated in by the Department shall be completed by the Patrol Division Commander or his / her designee.
- D. The Department encourages review and comment by other elements of the juvenile justice system in the development of the Department's policies and procedures relating to juveniles.

### IV. **Juvenile Investigations**

- A. It shall be the responsibility of all sworn personnel to investigate juvenile crime or complaints, to protect the welfare of any child, and to assist in the prosecution of offenders.
- B. All Officers shall be responsible for conducting preliminary and follow-up investigations that involve juveniles as victims and / or suspects.
- C. Supervisors shall assist all personnel in juvenile investigations, when requested to do so.
- D. Employees of the Whitfield County Juvenile Court and the on-call Intake Officer are available to assist personnel with juvenile matters, when needed.
- E. The investigation of juvenile crimes shall be conducted in compliance with O.C.G.A. Title 15 Chapter 11: Juvenile Proceedings. All Officers shall receive training on and be familiar with this Code Chapter.

### V. **Procedures**

- A. Enforcement Alternatives
  - 1. Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions.

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2. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.
3. Alternatives that may be considered and employed include:
  - a. Outright release to a parent, legal guardian, or other responsible adult with no further action
  - b. Informal counseling, advising the juvenile of the consequences of his / her actions
  - c. Referral to community services
  - d. Referral to another agency or service for potential diversion alternatives
  - e. Informal counseling of a parent~~s~~, legal guardian, or a responsible adult
  - f. Issuance of a citation
  - g. Arrest and referral to Juvenile Court

**B. Enforcement Criteria**

1. The following general guidelines may be used in determining the appropriate enforcement or crime deterrent action to take after the Officer has determined that the juvenile has committed a criminal offense or a noncriminal status offense.
2. Referring juveniles to their parents or community resources may be appropriate following release or informal counseling by the Officer. Such action may be taken in incidents where property damage or personal injury is not involved, but intervention is necessary to avoid potential delinquent actions, or when the juvenile has had no prior enforcement contacts.
  - a. Officers may elect to transport the juvenile home or direct him / her to return home and may ~~make~~ contact ~~with~~ the juvenile's parent or guardian to provide ~~them with~~ information and counseling on their child's actions.
  - b. Officers may refer the juvenile to an agency or community service for potential diversion alternatives with or without follow-up.
3. Officers may issue a citation to a juvenile offender to appear at Juvenile Court in lieu of taking him / her into custody, especially if the juvenile has committed a minor traffic offense or status offense.
  - a. The Officer may issue the citation to the juvenile and release him / her or detain the juvenile until he / she is released to a parent or guardian if the:

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- (1) Incident is of a serious or potentially serious nature.
    - (2) Juvenile is fully aware of the seriousness or potential seriousness of his / her actions and / or is acting in alliance or collusion with others to commit such acts.
    - (3) Juvenile fails to cooperate or to positively respond to intervention efforts and directions.
    - (4) Juvenile has prior informal warnings for engaging in delinquent acts.
  - b. Upon issuance of the citation, the Officer shall advise the juvenile and / or parent or guardian of the charge and the contact information for Juvenile Court so they can be advised of a date and time to appear.
4. Officers, upon approval by the on-call Intake Officer, may take a juvenile into custody and file delinquency charges when:
- a. The act would be considered a felony if committed by an adult.
  - b. The act involves deadly weapons.
  - c. The act is a serious or potentially life-threatening gang-related offense.
  - d. The act involves assault.
  - e. The act occurs while the juvenile is on probation, parole, or when ~~they~~ he / she ~~have~~ has charges pending against ~~them~~ him / her, or the juvenile is a repeat offender.
  - f. The juvenile refuses to participate in diversion or intervention programs.
  - g. It has been determined that parental or other adult supervision is ineffective.
5. An Officer may also take a juvenile into custody if the juvenile is lost, seriously endangered, harmed, or is a runaway.
6. The following guidelines shall be followed when any juvenile **that has been** reported as a runaway is located:
- a. Confirm as a runaway through departmental reports, NCIC, or some other means.
  - b. A Juvenile Court Intake or Probation Officer shall be contacted for further direction, such as detention or release to a responsible adult.

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- c. Take the juvenile into custody and transport to an appropriate location.
  - d. Complete an incident or supplemental report.
  - e. Forward all necessary documents to the appropriate juvenile Probation Officer.
  - f. Remove the juvenile from the NCIC runaway records. If the juvenile has been entered into NCIC by some other police agency, notify that agency for removal of the entry.
  - g. Notify a parent or guardian of the juvenile's status and location.
- 7. In cases of alleged child abuse, Officers shall determine if immediate action is justified to protect the child and notify their Supervisor. In all cases of child abuse, personnel shall follow the procedures outlined in directive GO98-7.3, Whitfield County Child Abuse Protocol.
  - 8. When the juvenile is also suspected of being a deprived or endangered child, the Officer shall immediately contact the Department of Family and Children Services and request their assistance.
  - 9. Officers shall pay particular attention to juveniles under the influence of alcohol or drugs to determine whether emergency medical services are warranted.

## VI. **Juvenile Custody**

- A. Officers shall follow the guidelines set forth in O.C.G.A. 15-11-7 through 15-11-9 when taking a juvenile into custody. This shall include taking a juvenile into custody on status or criminal offenses and when the juvenile is suspected of being an endangered child.
- B. The taking of a child into custody is not an arrest, except for the purpose of determining its validity under the Constitution of this State and of the United States of America.
- C. A child under the age of 14 may be taken into custody only if he / she has committed a serious delinquent act, which is defined in OCGA 15-11-505.
- D. Upon taking a child into custody, the investigating Officer, with all reasonable speed and without first taking the child elsewhere, shall do one of the following:
  - 1. Release without bond the child to ~~their~~ his / her parent(s), legal guardian, or other responsible adult upon the promise to bring the child before the Whitfield County Juvenile Court, when required.
  - 2. Deliver the child to an approved medical facility if the child is believed to suffer from a serious physical condition or illness which requires prompt

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- treatment and, upon delivery, promptly contact a Juvenile Court Intake Officer.
3. Bring the child immediately before the Whitfield County Juvenile Court or promptly contact a Juvenile Court Intake Officer who shall determine if the juvenile will be detained or released.
  4. Bring the child, who is suspected of committing a delinquent act, before the Whitfield County Superior Court, if the act is ~~an act~~ one in which Superior Court has jurisdiction.
  5. Bring the child to any suitable place or facility designated or operated by the Juvenile Court for juvenile detention.
- E. Juveniles shall be held in custody for the briefest time necessary to conduct identification, investigation, and related processing requirements to facilitate their release to a parent, legal guardian, or other responsible adult or transfer to a juvenile facility.
- F. Juvenile offenders in custody shall:
1. Not be placed in a holding area within sight or sound of adult suspects or detainees.
  2. Be maintained under constant visual supervision.
  3. Have reasonable access to toilets and washing facilities.
  4. Be provided food if in need of nourishment, to include any special diets necessary for health or medical purposes.
  5. Be provided access to medical care, if needed.
  6. Be provided with reasonable access to water or other beverages.
  7. Be allowed reasonable access to a telephone.
- G. Juveniles placed in secure detention, whether in cells, locked rooms, or other locations, shall be:
1. Separated by sight and sound from any incarcerated adults and juveniles of the opposite ~~sex~~ gender.
  2. Informed of the estimated time they will be in detention.
  3. Provided with constant auditory access to Officers responsible for their supervision.
  4. Personally observed by personnel on both a routine and unscheduled basis no less than every 30 minutes.

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VII. **Criminal Procedures**

When a juvenile has been taken into custody and a ~~criminal~~ delinquent or status offense is being pursued, the following procedure shall be administered by all personnel:

- A. Notify the juvenile of his / her Constitutional rights without delay.
- B. The juvenile shall be provided all appropriate warnings, including Miranda.
- C. Juveniles are subject to the same requirements as adults and may be handcuffed or otherwise restrained, as necessary, during transport and processing.
- D. Notify the juvenile's parent(s), legal guardian, or other responsible adult of the offense and that the juvenile has been taken into custody.

VIII. **Juvenile Custodial Interrogation and Non-Custodial Interviews**

When conducting an interrogation of a juvenile offender or a non-custodial interview of a juvenile, the investigating Officer shall adhere to the procedures described in policy GO98-4.4, Conducting Interviews and Interrogations.

IX. **Collecting, Disseminating, and Retaining Juvenile Records**

- A. Fingerprinting and Photographing
  - 1. Every child charged with an act that would be a felony if committed by an adult shall be fingerprinted and photographed upon being taken into custody (O.C.G.A. 15-11-702).
  - 2. Two (2) sets of fingerprint cards and photographs of the child shall be taken and forwarded to the Support Services Division Operations Supervisor.
  - 3. The Support Services Division Operations Supervisor shall ensure that a set of the juvenile's fingerprint cards are sent to GCIC and shall file the remaining set of cards and photographs separately from those of adults in a drawer that can be secured within his / her office.
  - 4. Fingerprint cards and photograph(s) are the only forms of identification maintained by the Department. The file may be used in investigating the commission of crimes and be made available, as directed by the court (O.G.C.A. 15-11-702).
- B. Incident reports that contain juvenile records within the Records Management System shall be distinguishable from other reports by an indicator on the main screen of the report. Case files that contain juvenile records shall be marked with a "JUVENILE" stamp or label.
- C. Juvenile records may be disseminated to Officers within the Department for official investigations only. Others requesting juvenile records may receive them ~~in compliance with~~ only as permitted by the Georgia Open Records Act.

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- D. When a juvenile becomes an adult, his / her juvenile records shall continue to be maintained with the same level of security and privacy as all other juvenile records.
- E. Juvenile records designated for court-ordered expungement shall be received and disposed of per the court order.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>January 27, 2004</b>	Number <b>GO04-6.1</b>
Subject <b>Emergency Call-Out and Notifications</b>			
Reference <b>CALEA Standards – 41.2.4</b>		Revised <del>May 26, 2020</del> <b>April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <del>May 2022</del> <b>April 2024</b>		No. Pages <b>4</b>

## I. Policy

It is the policy of the Dalton Police Department to call out personnel and notify other agencies, when needed, for additional support for on-duty personnel.

## II. Definition

*Call-Out* – A call-out occurs when an employee is contacted during non-scheduled work time by any member of the Department or the Whitfield County 911 Center at the direction of a Command Staff member or Supervisor, and the employee is informed he / she must physically report for duty at that time.

## III. Procedure

The Watch Commander shall make the determination as to when and who to call out in an emergency situation or major incident. These include, but are not limited to, the following:

- A. Officer-involved shooting
- B. Serious injury to an Officer or employee
- C. Natural disaster, civil unrest, or major unplanned event
- D. Biological disaster
- E. Homicide or active shooting
- F. Hostage situation
- G. Any serious crime in which assistance is needed

## IV. General Guidelines

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- A. It shall be the responsibility of the Watch Commander to utilize the services of specific Department personnel, depending on the circumstances of the emergency situation, and to call on other resources as needed.
- B. Personnel that have been called out shall report to the designated location in a timely manner and shall remain on-duty until relieved from duty by a Supervisor or member of the Command Staff.
- C. Personnel that have been called out to perform a job-related task shall remain at work until the job task has been completed or it has been determined that the task cannot be completed.
- D. Supervisors and Command Staff members shall be responsible for the following when having employees called out:
  - 1. To ensure that the call-out is needed.
  - 2. To be available when the called-out employees arrive to inform them in detail of the incident or situation.
  - 3. To render assistance or to designate someone to assist those that have been called out.
  - 4. To report to the Chief of Police, in writing, any problems that take place with a call-out.
  - 5. There are certain situations where an on-duty Supervisor may contact his immediate Supervisor and the Command Staff to implement a strategic plan of calling out the entire resources of the Department. Such situations would include biological disasters, natural disasters, and large civil unrests.
- E. All employees of the Department are subject to be called out and shall have the following responsibilities:
  - 1. To provide the Department with a home telephone number and street address. Some personnel are issued Department cellphones and are required to monitor them when off duty for emergency call-outs. Any changes in the above shall be reported to the employee's Division Administrative Assistant, as soon as possible.
  - 2. To report to duty as soon as possible when called out.
  - 3. To complete assigned tasks as soon as possible.
  - 4. To report, in writing, any unnecessary call-out to their Supervisor. The Supervisor shall forward this report through the chain of command to the Chief of Police.

V. **Compensation**

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When an employee has been called out by the Department, he / she shall be compensated a minimum of two (2) hours or the actual time worked, whichever is greater.

VI. **Emergency Notifications**

When a situation arises and assistance is needed, Officers shall initiate notifications to summon the appropriate ~~agency~~ **Department** personnel based on the circumstances. Any routine notification of a non-urgent nature to any entity that may assist with a situation may be made by the Whitfield County 911 Center or Officer in charge of the scene.

A. Fire Department

Notification of the Dalton Fire Department shall be made through the Whitfield County 911 Center for the following situations:

1. Reports of fire, explosion, smoke, or suspicious odors
2. Bomb threats
3. Vehicle crashes involving entrapment or structural damage to a building
4. Hazardous materials incidents

B. Public Works

Notification of Dalton Public Works shall be made through the Whitfield County 911 Center for the following situations:

1. Damage to roadways, bridges, or traffic control devices
2. Dangerous roadway conditions (flooding, ice, snow, etc...)
3. Obstructions to roadways or bridges

C. Coroner's Office

Notification of the **Whitfield County** Coroner's office shall be made in the case of any unknown or suspicious cause of death within the City of Dalton. Notification shall be made through the Whitfield County 911 Center upon approval of the on-scene Supervisor.

D. Public Utilities

Whenever routine or emergency notifications must be made of water, gas, electric, or other public utilities, such notifications shall be made through the Whitfield County 911 Center.

E. News Media

If it is necessary to notify the news media of emergency events in order to provide public information and / or garner public support, the City of Dalton's

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Communications Director shall be notified. Information released to the news media shall conform to the guidelines established in directive GO88-2.8, News Media / Public Information.

F. Other Law Enforcement Agencies

Notification of other law enforcement agencies shall be made through the Whitfield County 911 Center, if required for the following situations:

1. Unusual occurrences
2. Incidents covered by policy GO12-6.3, All Hazards Plan
3. Civil disorder

G. Emergency Medical Services (EMS)

Notification of EMS personnel shall be made through the Whitfield County 911 Center when Officers encounter medical emergencies or an individual requests medical evaluation.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

		Effective Date <b>May 1, 1998</b>	Number <b>GO92-6.2</b>
Subject <b>Hazardous Materials Incident Response</b>			
Reference <b>CALEA Standard – 61.2.2</b>		Revised <del>May 26, 2020</del> <b>April 26, 2022</b>	
Distribution <b>All Personnel</b>	Re-evaluation Date <del>May 2022</del> <b>April 2024</b>		No. Pages <b>6</b>

## I. Policy

It is the policy of the Dalton Police Department that **the response to** hazardous materials incidents ~~will~~ **shall** be conducted safely and efficiently to ensure the safety of ~~Officers and citizens~~ **all persons** and to minimize disruptions of public systems.

## II. Definitions

- A. *Known Product* – A hazardous material that has been positively identified by the responder, and its chemical and physical properties are understood.
- B. *Large Spill* – More than 200 liters of any product, any amount of a product deemed an Extremely Hazardous Substance **by the U.S. Department of Transportation**, or a vapor release from a vehicle or commercial establishment of known or unknown products.
- C. *Nonvolatile* – Does not readily evaporate at normal temperatures and pressures.
- D. *Unknown Product* – A hazardous material that has not been identified by the responder, or the responder knows the product's name but has no information on the product's chemical, physical, or hazardous properties.
- E. *Small Spill* – 200 liters or less of a substance that is not deemed an Extremely Hazardous Substance by the U.S. Department of Transportation.
- F. *Volatile* – Readily evaporating at normal temperatures and pressures.

## III. Procedure

- A. Response to Small Spills
  - 1. Upon arrival, the Officer shall attempt to determine the size of the spill. This can be done by determining the carrier and container of the ~~equipment~~ **product**. The small spill scenario will basically involve small motor vehicles (i.e., automobiles, pick-up trucks, etc.)

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2. Seeing that it is a small spill, as noted above, the Officer shall then attempt to determine the identification of the product. This can be done by ~~confirming the vehicle's type of fuel and / or~~ contacting with the owner, ~~or equipment / vehicle~~ operator, ~~or other responsible person~~.
3. If this is a commonly encountered product, such as gasoline or diesel fuel, the Officer shall then attempt to determine if the product is volatile or nonvolatile. Volatile products normally will vaporize rapidly into the atmosphere in Dalton's climate, while nonvolatile products will not.
4. Volatile products, such as gasoline, alcohols, and acetone, will evaporate most any time of the year, while diesel fuel, kerosene, and other heavy products will be volatile mostly during the hottest months. Nonvolatile products, such as heavy oils, lubricants, and some antifreezes, will not evaporate at any time of the year.
5. Once the determination of volatile / non-volatile has been made, the Officer shall follow the guidelines of this directive.
6. For nonvolatile products:
  - a. Secure the area with a patrol vehicle and request traffic control assistance, as needed.
  - b. Request assistance from Dalton Public Works by notifying the Whitfield County 911 Center. If this occurs outside of normal business hours, Public Works personnel may have to be called out.
  - c. Request assistance from Dalton Fire Department by notifying the Whitfield County 911 Center, if the substance has entered a waterway or if other assistance is needed.
7. For volatile products:
  - a. Secure the area with a patrol vehicle in a manner that will not cause ignition of the product.
  - b. If there is a traffic hazard, request assistance from Dalton Public Works by notifying the Whitfield County 911 Center.
  - c. Request assistance from Dalton Fire Department by notifying the Whitfield County 911 Center, if the substance has entered a waterway or if other assistance is needed.
  - d. If there is no traffic hazard, the Officer may go in service once the area is safe.

B. Response to Large Spills

1. Approach the incident upwind and upgrade, but maintain a safe distance.

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2. Upon arrival of the first Officer on the scene:
  - a. Report the incident as a possible hazardous material incident.
  - b. Notify the Watch Commander.
  - c. Request the Whitfield County 911 Center notify the Dalton Fire Department and other applicable agencies.
3. Stay upwind and updrift.
4. Evacuate the immediate area of nonessential personnel.
5. Avoid contact with any liquid or fumes.
6. Eliminate ignition sources (i.e., lighted cigarettes, flares, and combustible engines).
7. Attempt to rescue the injured, only if prudent in the Officer's judgment. The Officer should consider the entire incident before jeopardizing his / her own safety.
8. Notify the Whitfield County 911 Center of the following:
  - a. Situation description
  - b. Any identification placards or signs
  - c. Any known victims
  - d. Other safety hazards and considerations
9. Initiate evacuation after consulting with fire department personnel and in accordance with GO07-6.8, Emergency Evacuations.
10. If Dalton Fire Department is not yet on scene, establish a command post location upwind, uphill, and at a safe distance. Report the exact location of the command post to the Whitfield County 911 Center and identify the best approach route to the scene.
11. If Dalton Fire Department is already on scene, the first Supervisor on scene shall respond to the command post and make contact with the Incident Commander.
12. The Dalton Fire Department is responsible for designating an Incident Commander for these incidents. The Supervisor shall notify responding Officers where to safely stage or where to perform law enforcement activities, such as establishing a perimeter, traffic control, or evacuations. The Supervisor shall remain at the command post and operate as a liaison for the Incident Commander until relieved.

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C. Perimeter Control

1. The first Officer on the scene shall determine the outer perimeter by using the Emergency Response Guidebook or by consulting with the Dalton Fire Department.
2. Responsibilities of the first Supervisor on the scene:
  - a. Report to the command post.
  - b. Assign personnel to secure the outer perimeter.
  - c. Assign an Officer to the staging area.
3. Officers securing the outer perimeter of the incident shall deny entry or access to the scene, except for public safety personnel (fire, EMS, law enforcement) that are essential to the operation of the hazardous material incident or others authorized to enter the scene by the Incident Commander.
4. If personnel that are authorized to enter the hazardous material incident scene are not easily identified by uniform or other means, a perimeter control Officer may give the personnel a piece of crime scene tape. The tape should be fixed to the personnel's belts to make them easily identifiable on the incident scene.
5. All personnel authorized to enter the incident area shall be directed to enter through the staging area as established by the Dalton Fire Department.
6. Officers assigned to secure the perimeter of the scene shall maintain a route for easy entry and exit of emergency vehicles.
7. Perimeter control Officers shall ensure that ~~citizens~~ persons not involved in the response to the hazardous material incident are denied access to the outer perimeter area. ~~The citizens~~ Those persons should be advised to move upwind and upgrade when leaving the area.
8. The outer perimeter is subject to be moved farther away from the incident, at the discretion of the Incident Commander.

D. Evacuation

1. The Dalton Fire Department Incident Commander shall make the determination for the evacuation of a specific area (refer to policy GO07-6.8, Emergency Evacuations).
2. The Dalton Fire Department shall determine the exact area to be evacuated.
3. The Whitfield County 911 Center shall contact the Whitfield County Emergency Management Agency director, the American Red Cross, and

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the Salvation Army to initiate the opening of shelters and to provide public transportation as directed in the Whitfield Emergency Management Disaster Plan, if needed.

4. The Department shall establish evacuation mass transit locations. These are to be utilized by ~~civilians~~ persons that have no other means of transportation. The American Red Cross and the public school systems will provide buses for the transportation at these locations.
5. A Supervisor or Command Staff member shall coordinate the recall of off-duty personnel and contact other law enforcement agencies, as needed, for evacuation assistance (refer to policy GO04-6.1, Emergency Call-Out and Notifications).
6. The local news media, social media, and the automated emergency notification system may be utilized to broadcast evacuation notices, mass transit locations, and evacuation shelter sites.
7. The areas to be evacuated shall be divided up into evacuation sectors. Officers shall be assigned to evacuate the sectors with the greatest potential danger first. No law enforcement personnel shall be assigned to enter areas that may expose them to the effects of hazardous materials without first being provided with appropriate protective equipment.
8. Officers shall evacuate sectors in the quickest way possible. This could include the utilization of public address systems on patrol vehicles or going door to door.
9. As evacuation sectors are cleared, the assigned Officers shall notify the command post.
10. Officers shall patrol the evacuated areas, as safety dictates, to prevent looting or unauthorized re-entry.

E. Decontamination Procedures

1. The Dalton Fire Department is responsible for establishing a location to be used for the decontamination process and for assigning a Site Access Control Leader to oversee the documentation and direction of affected public safety members.
2. An Officer shall be assigned to assist the Site Access Control Leader at the decontamination site with directing other Officers that have been exposed to hazardous materials. Part of this Officer's responsibilities include securing all firearms, Tasers, and other duty gear that are subject to the decontamination process.
3. All firearms, Tasers, and other weapons shall be unloaded and / or made safe prior to being submitted to the decontamination process.

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4. All exposed Department vehicles, uniforms, and equipment shall be properly decontaminated, as overseen by Dalton Fire Department personnel, prior to being placed back in service.
5. Any uniforms or equipment that are no longer serviceable due to exposure or the decontamination process shall be properly disposed of, and a request for replacement shall be submitted to the appropriate Division Commander.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 03/01/22 - 03/31/22 23:59:59

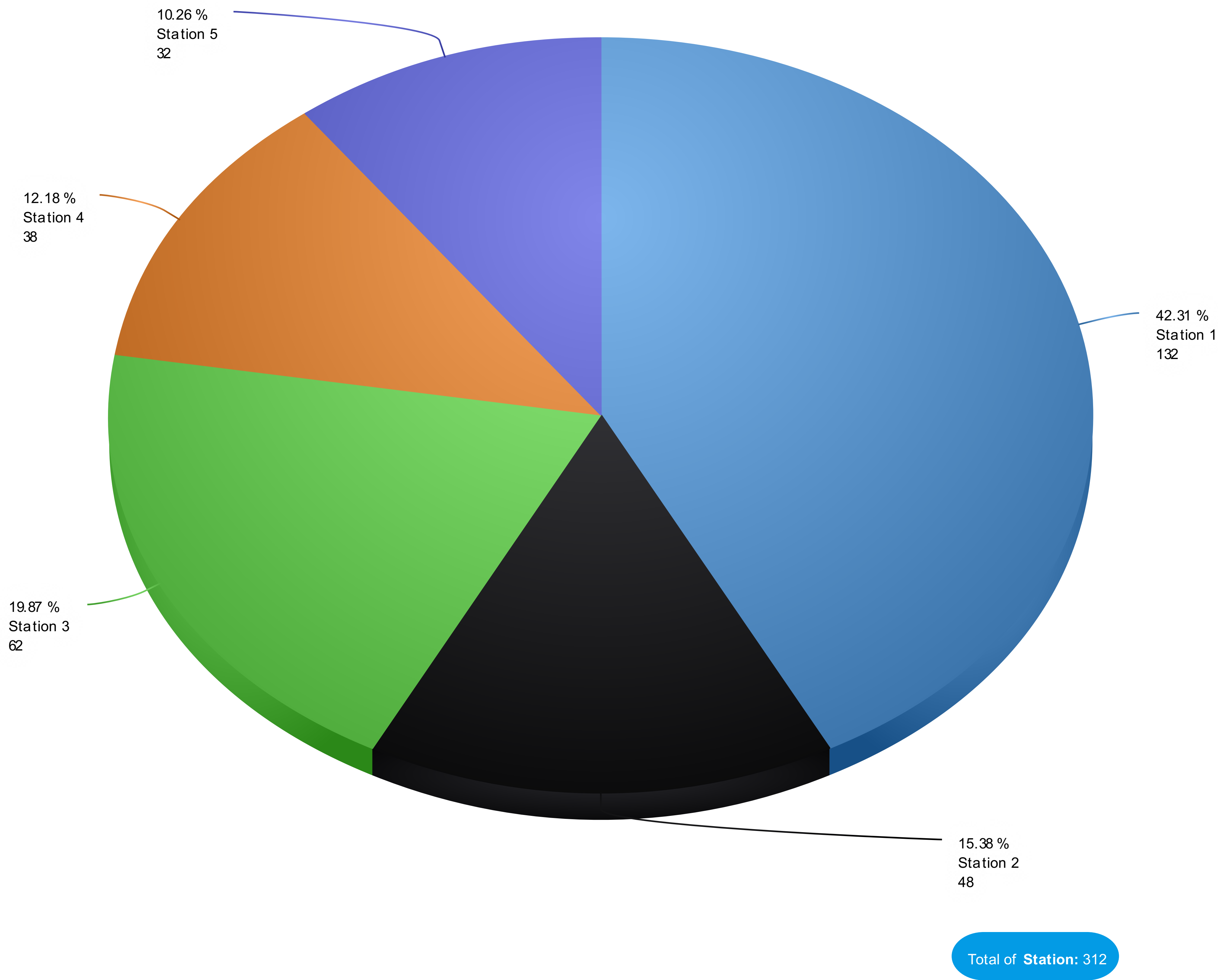
CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	5	1.66%	1	18.4	0.2	1.8	5.8	0.20	1.6	91.53	154.649995	3.54
113	Cooking fire, confined to container	1	0.33%	0	6	0	1	2	0.00	1	2.92	2.066666	5.65
118	Trash or rubbish fire, contained	1	0.33%	0	3	0	0	1	0.00	0	0.25	.250000	0.00
131	Passenger vehicle fire	1	0.33%	0	22	0	1	6	0.00	1	13.03	9.499998	2.17
142	Brush or brush-and-grass mixture fire	1	0.33%	0	3	0	0	1	0.00	0	0.40	.400000	3.50
151	Outside rubbish, trash or waste fire	1	0.33%	0	18	0	1	6	0.00	1	23.43	19.733333	4.05
251	Excessive heat, scorch burns with no ignition	1	0.33%	0	9	0	1	3	0.00	1	3.83	2.000000	3.02
311	Medical assist, assist EMS crew	181	59.93%	0	0.02	3.08	0.11	0.01	0.99	0.04	1.00	177.433323	4.81
322	Motor vehicle accident with injuries	24	7.95%	0	1.25	4.54	0.54	0.38	1.50	0.33	3.03	67.449995	3.75
324	Motor vehicle accident with no injuries.	4	1.32%	0	1.5	5	0	0.5	1.50	0	2.65	9.183332	3.87
410	Combustible/flammable gas/liquid condition, other	2	0.66%	0	6	0	0.5	2	0.00	0.5	2.82	6.050000	2.67
412	Gas leak (natural gas or LPG)	1	0.33%	0	13	0	1	4	0.00	1	8.40	4.716666	3.15
444	Power line down	4	1.32%	0	3	0	0	1	0.00	0	2.17	8.550000	4.56
445	Arcing, shorted electrical equipment	1	0.33%	0	3	0	0	1	0.00	0	1.25	1.250000	2.77
500	Service Call, other	3	0.99%	0	3.33	0	0	1	0.00	0	1.56	4.500000	6.08
522	Water or steam leak	1	0.33%	0	3	0	0	1	0.00	0	1.20	1.200000	0.00
551	Assist police or other governmental agency	1	0.33%	0	3	0	1	1	0.00	1	2.87	2.816666	3.85

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
611	Dispatched & canceled en route	21	6.95%	0	1.38	2.9	0.1	0.43	0.95	0.1	0.25	4.566664	0.50
622	No incident found on arrival at dispatch address	4	1.32%	0	0.75	2.25	0	0.25	0.75	0	0.44	1.750000	4.35
651	Smoke scare, odor of smoke	2	0.66%	0	6	0	0.5	2	0.00	0.5	2.87	6.200000	4.67
715	Local alarm system, malicious false alarm	1	0.33%	0	6	0	1	2	0.00	1	1.05	.900000	2.58
732	Extinguishing system activation due to malfunction	2	0.66%	0	11.5	1.5	1.5	3.5	0.50	1	6.16	10.650000	4.72
733	Smoke detector activation due to malfunction	3	0.99%	0	12.33	0	1.33	4	0.00	1	3.64	7.099998	3.69
735	Alarm system sounded due to malfunction	5	1.66%	0	13.4	0	1.2	4	0.00	1	4.57	16.949994	5.22
736	CO detector activation due to malfunction	1	0.33%	0	6	0	0	2	0.00	0	2.80	2.800000	3.88
740	Unintentional transmission of alarm, other	1	0.33%	0	15	0	2	5	0.00	1	3.12	3.066666	5.43
743	Smoke detector activation, no fire - unintentional	14	4.64%	0	13.14	0	1.21	4.21	0.00	0.93	3.25	40.899994	5.24
744	Detector activation, no fire - unintentional	3	0.99%	0	11.67	0	1	3.67	0.00	0.67	2.18	5.766665	5.02
745	Alarm system activation, no fire - unintentional	12	3.97%	0	11.33	0.25	1.08	3.58	0.08	0.92	2.57	22.583326	4.16
<b>Totals</b>		<b>302</b>	<b>100%</b>	<b>1</b>	<b>2.65</b>	<b>2.53</b>	<b>0.33</b>	<b>0.84</b>	<b>0.82</b>	<b>0.24</b>	<b>3.14</b>	<b>594.98</b>	<b>4.30</b>
<b>Mutual Aid Given Incidents</b>		<b>11</b>											

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

# Incidents by Stations

03/01/2022-03/31/2022



## Response Summary by Station

Report Period: 03/01/22 - 03/31/22 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
1	132	3.03	71.97	25	4.4
2	48	10.42	52.08	37.5	1.6
3	62	6.45	61.29	32.26	2.07
4	38	2.63	76.32	21.05	1.27
5	32	0	68.75	31.25	1.07

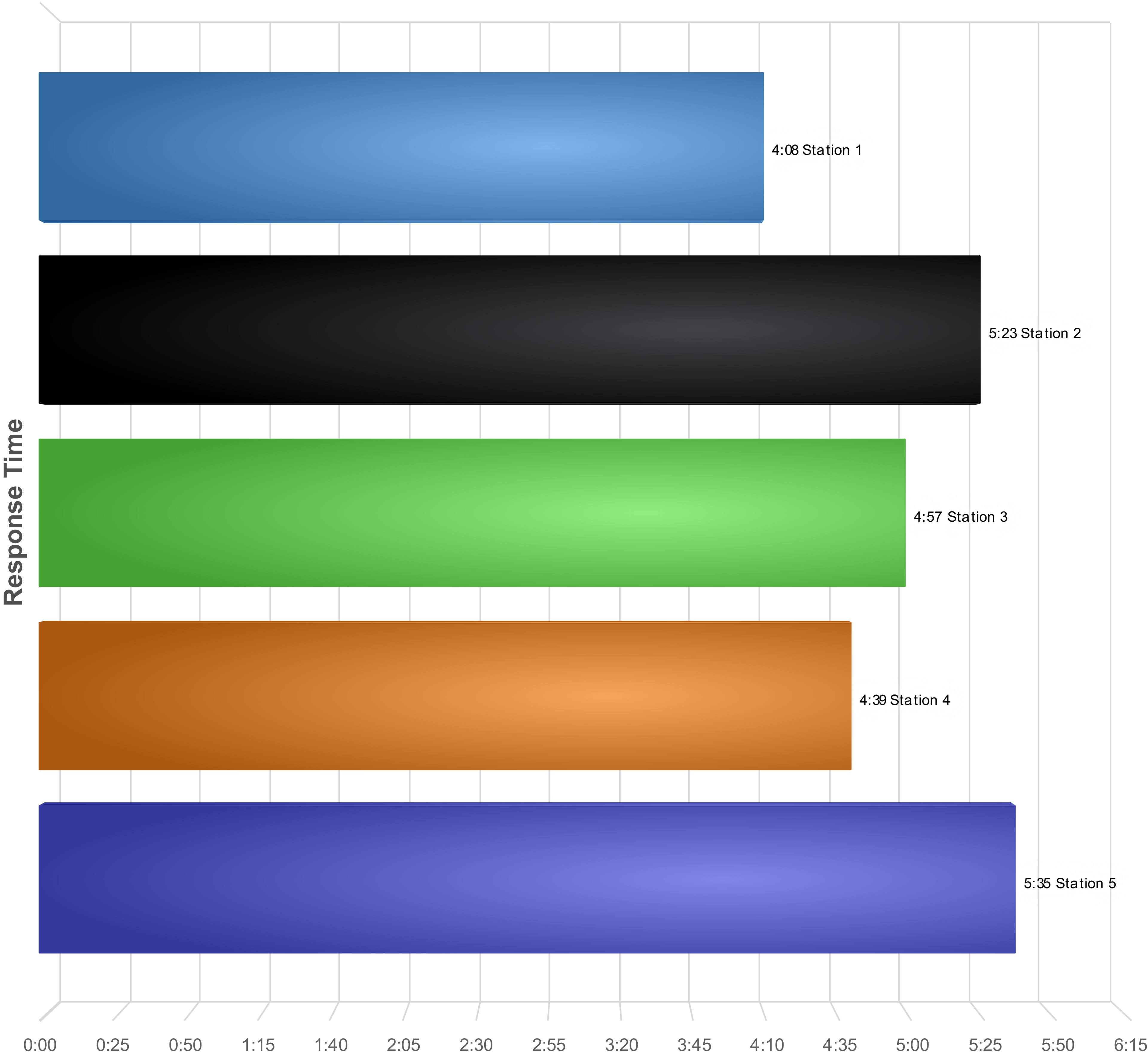
**Total 312**

04/13/22 08:39:21

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

# Average Response Time by Station

03/01/22-03/31/22

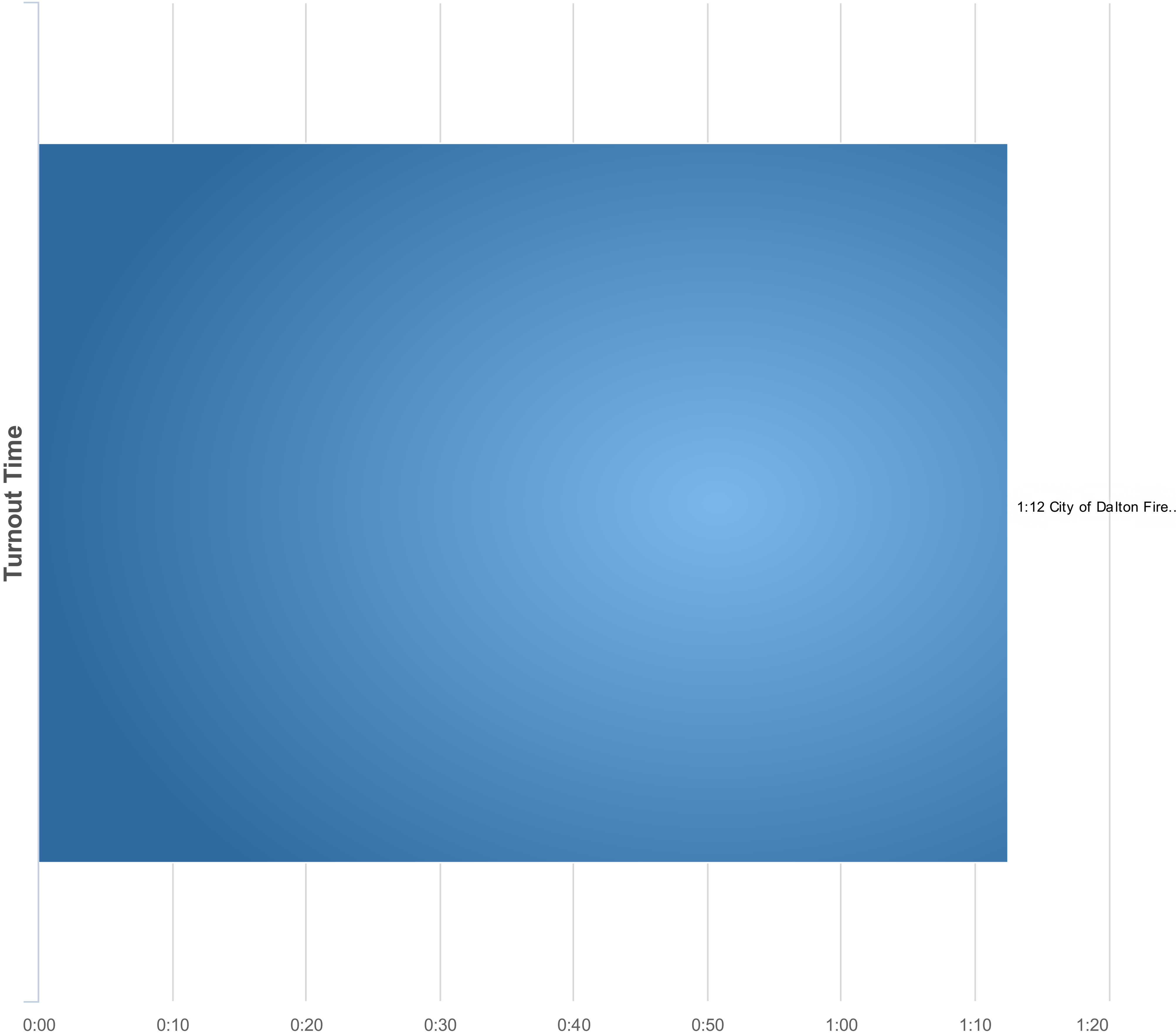


Total of Station: 4:41



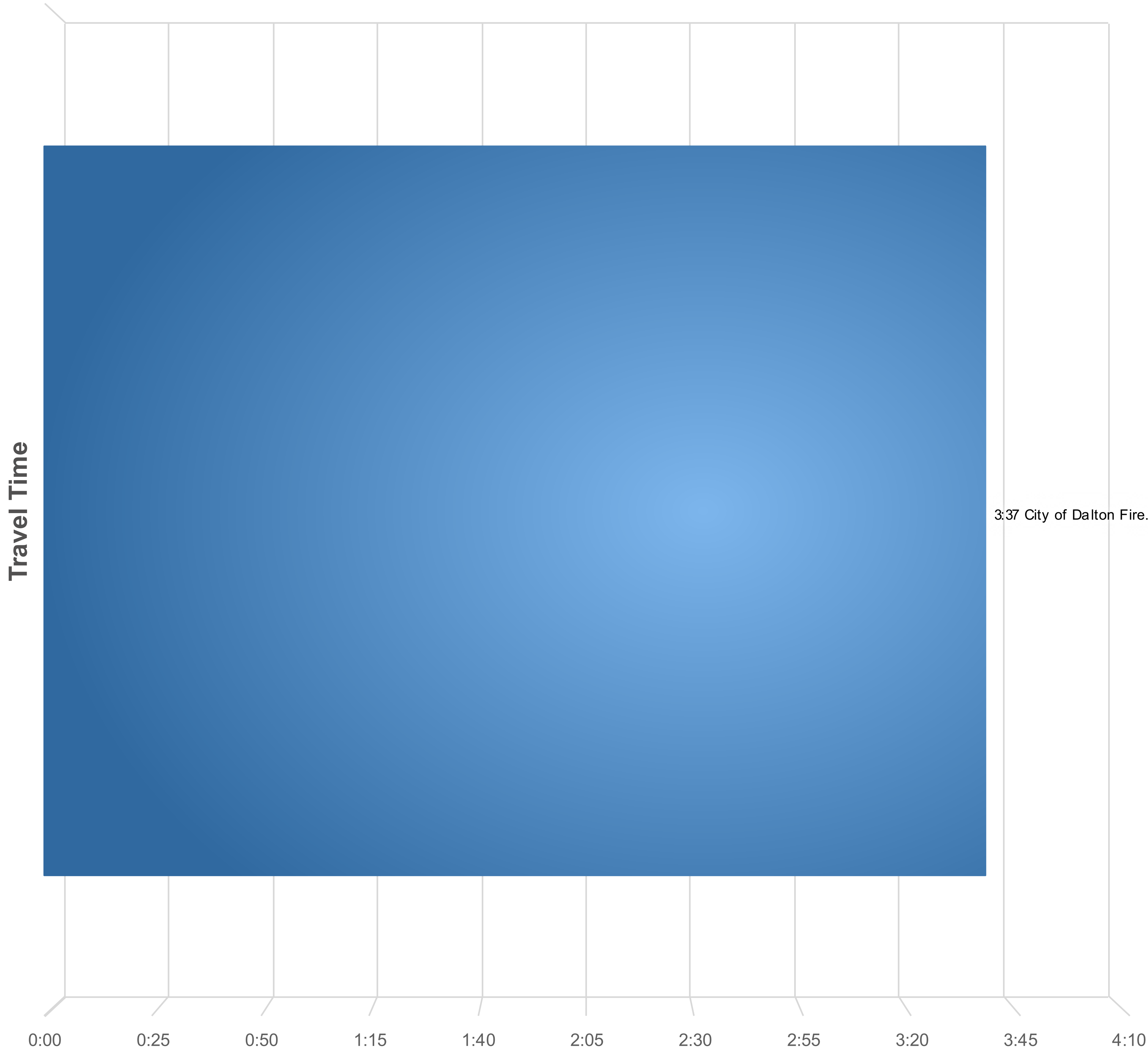
# Department Average Turnout Time (Alarm-> First En Route)

03/01/2022-03/31/2022



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

03/01/22-03/31/22



3:37 City of Dalton Fire..

## Breakdown by Incident Type

Report Period: 03/01/22 - 03/31/22 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	181	0
611 Dispatched & canceled en route	26	0
322 Motor vehicle accident with injuries	24	0
743 Smoke detector activation, no fire - unintentional	14	0
745 Alarm system activation, no fire - unintentional	13	0
111 Building fire	6	1
735 Alarm system sounded due to malfunction	5	0
324 Motor vehicle accident with no injuries.	4	0
622 No incident found on arrival at dispatch address	4	0
444 Power line down	4	0
500 Service Call, other	3	0
142 Brush or brush-and-grass mixture fire	3	0
733 Smoke detector activation due to malfunction	3	0
744 Detector activation, no fire - unintentional	3	0
131 Passenger vehicle fire	2	0
732 Extinguishing system activation due to malfunction	2	0
410 Combustible/flammable gas/liquid condition, other	2	0
651 Smoke scare, odor of smoke	2	0
715 Local alarm system, malicious false alarm	1	0
522 Water or steam leak	1	0
551 Assist police or other governmental agency	1	0
445 Arcing, shorted electrical equipment	1	0
412 Gas leak (natural gas or LPG)	1	0
151 Outside rubbish, trash or waste fire	1	0
251 Excessive heat, scorch burns with no ignition	1	0
113 Cooking fire, confined to container	1	0
118 Trash or rubbish fire, contained	1	0
736 CO detector activation due to malfunction	1	0

04/13/22 09:11:44

Incident Type	Incidents	Exposures
740 Unintentional transmission of alarm, other	1	0

	Incidents	Exposures
Total	312	1

## Staff Hours by Incident Type

Report Period: 03/01/22 - 03/31/22 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	177.44
111 Building fire	175.97
322 Motor vehicle accident with injuries	67.44
743 Smoke detector activation, no fire - unintentional	40.70
745 Alarm system activation, no fire - unintentional	23.27
151 Outside rubbish, trash or waste fire	19.73
735 Alarm system sounded due to malfunction	16.95
131 Passenger vehicle fire	11.40
732 Extinguishing system activation due to malfunction	10.65
324 Motor vehicle accident with no injuries.	9.18
444 Power line down	8.55
611 Dispatched & canceled en route	7.99
733 Smoke detector activation due to malfunction	7.10
651 Smoke scare, odor of smoke	6.20
410 Combustible/flammable gas/liquid condition, other	6.05
744 Detector activation, no fire - unintentional	5.77
412 Gas leak (natural gas or LPG)	4.72
500 Service Call, other	4.50
740 Unintentional transmission of alarm, other	3.07
551 Assist police or other governmental agency	2.82
736 CO detector activation due to malfunction	2.80
113 Cooking fire, confined to container	2.07
251 Excessive heat, scorch burns with no ignition	2.00
142 Brush or brush-and-grass mixture fire	1.93
622 No incident found on arrival at dispatch address	1.75
445 Arcing, shorted electrical equipment	1.25
522 Water or steam leak	1.20
715 Local alarm system, malicious false alarm	0.90

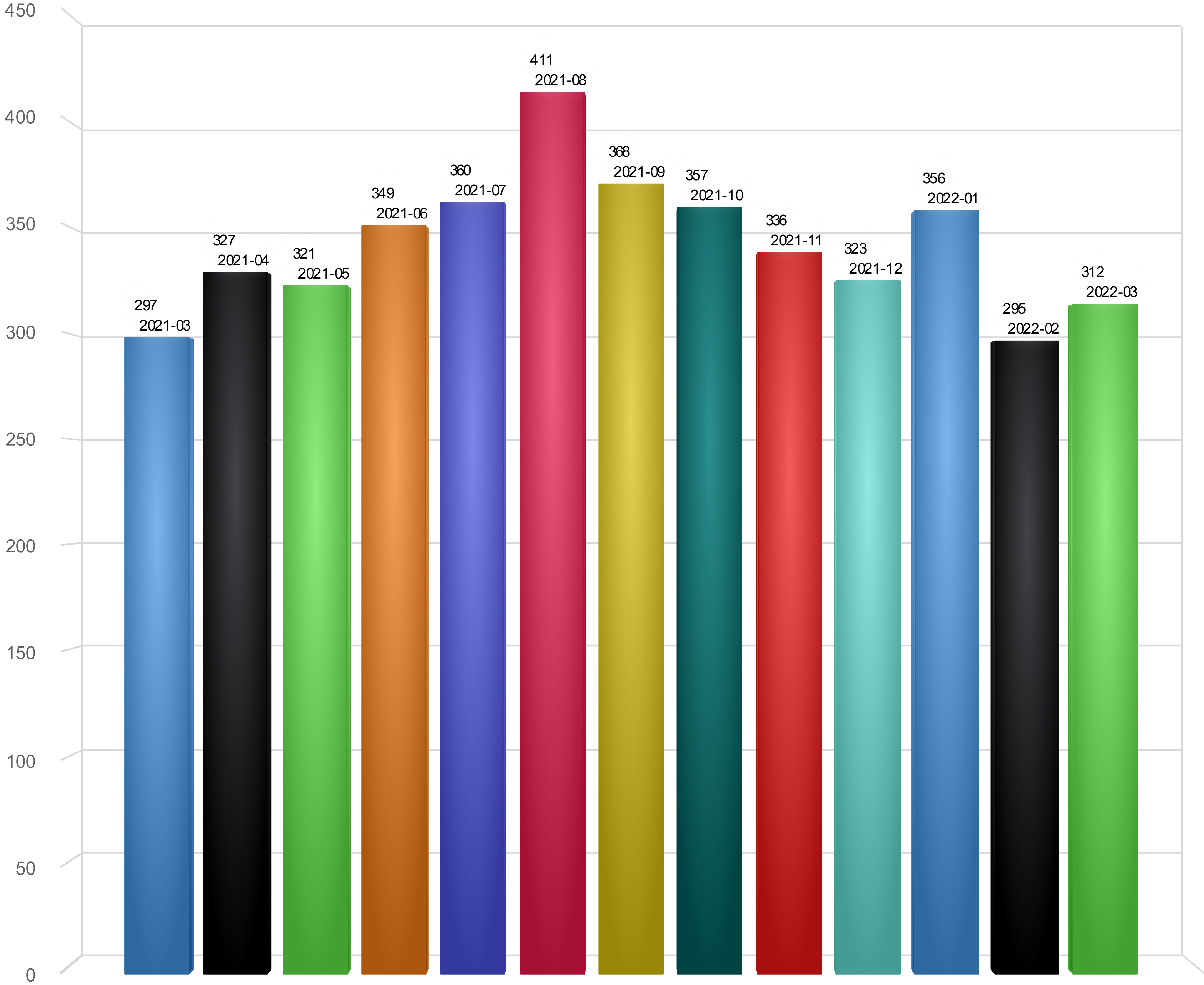
Incident Type	Hours
118 Trash or rubbish fire, contained	0.25

<b>Total</b>	<b>623.65</b>
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# Incidents by Months

## 03/01/2021-03/31/2022

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



Incident Count

Total of Month: 4,412

# BREAKDOWN OF STRUCTURE FIRES AND OTHER FIRES AND INCIDENTS

(Dates: 03/01/22 - 03/31/22 23:59:59)

FIRES IN STRUCTURES BY FIXED PROPERTY USE (OCCUPANCY) (Incident Type 110–129)		Number of Fires	Number of Civilian Fire Casualties		Est. Property Damage and Contents from Fire
			Deaths	Injuries	
1	Private Dwellings (1 or 2 family), including mobile homes (FPU 419)	2	1	0	30,500
2	Apartments (3 or more families) (FPU 429)	1	0	0	500
3	Hotels and Motels (FPU 449)	1	0	0	0
4	All Other Residential (dormitories, boarding houses, tents, etc.) (FPU 400, 439, 459–499)	0	0	0	0
5	<b>TOTAL RESIDENTIAL FIRES (Sum of lines 1 through 4)</b>	<b>4</b>	<b>1</b>	<b>0</b>	<b>31,000</b>
6	Public Assembly (church, restaurant, clubs, etc.) (FPU 100–199)	0	0	0	0
7	Schools and Colleges (FPU 200–299)	0	0	0	0
8	Health Care and Penal Institutions (hospitals, nursing homes, prisons, etc.) (FPU 300–399)	0	0	0	0
9	Stores and Offices (FPU 500–599)	1	0	0	110,000
10	Industry, Utility, Defense, Laboratories, Manufacturing (FPU 600–799)	0	0	0	0
11	Storage in Structures (barns, vehicle storage garages, general storage, etc.) (FPU 800–899)	0	0	0	0
12	Other Structures (outbuildings, bridges, etc.) (FPU 900–999)	1	0	0	0
13	<b>TOTALS FOR STRUCTURE FIRES (Sum of lines 5 through 12)</b>	<b>6</b>	<b>1</b>	<b>0</b>	<b>141,000</b>
14a	Fires in Highway Vehicles (autos, trucks, buses, etc.) (IT 131–132, 136–137)	1	0	0	6,500
14b	Fires in Other Vehicles (planes, trains, ships, construction or farm vehicles, etc.) (IT 130, 133–135, 138)	0	0	0	0
15	Fires outside of Structures with Value Involved, but Not Vehicles (outside storage, crops, timber, etc.) (IT 140, 141, 161–162, 164, 170–173)	0	0	0	0
16	Fires in Brush, Grass, Wildland (excluding crops and timber), with no value involved. (IT 142–143)	1	0		
17	Fires in Rubbish, Including Dumpsters (outside of structures), with no value involved. (IT 150–155)	1	0		
18	All Other Fires. (IT 100, 160, 163)	0	0	0	0
19	<b>TOTALS FOR FIRES (Sum of lines 13 through 18)</b>	<b>9</b>	<b>1</b>	<b>0</b>	<b>147,500</b>
20	Rescue, Emergency Medical Responses (ambulance, EMS, rescue) (IT 300–381)	209			
21	False Alarm Responses (malicious or unintentional false calls, malfunctions, bomb scares) (IT 700–746)	42			
22	Mutual Aid Responses Given	11			
23a	Hazardous Materials Responses (spills, leaks, etc.) (IT 410–431)	3			
23b	Other Hazardous Responses (arcing wires, bomb removal, power line down, etc.) (IT 440–482, 400)	5			
24	All Other Responses (smoke scares, lock-outs, animal rescues, etc.) (IT 200–251, 500–699, 800–911)	33			
25	<b>TOTAL FOR ALL INCIDENTS (Sum of lines 19 through 24)</b>	<b>312</b>			



## Confined Fires

(Dates: 03/01/22 - 03/31/22 23:59:59; Incident Types: 110-129)

		Number of Confined Fires	Number of Nonconfined Fires
5	Residential Fires	1	3
13	Structure Fires	2	4

## Breakdown of False Alarm Responses

(Dates: 03/01/22 - 03/31/22 23:59:59; Incident Types: 700-799)

	Type of False Alarm	Number of Incidents
1	Malicious, Mischievous False Call (IT 710-715)	1
2	System Malfunction (IT 730-739)	11
3	Unintentional (tripping on interior device accidentally, etc.) (IT 740-749)	30
4	Other False Alarms (bomb scares, etc.) (IT 721, 751, 700)	0

## Intentionally Set Fires in Structures and Vehicles

(Dates: 03/01/22 - 03/31/22 23:59:59; Incident Types: 110-139; Cause of Ignition: 1)

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

## Breakdown by Mutual Aid

Report Period: 03/01/22 - 03/31/22 23:59:59

Aid Type	Count
2 Automatic aid received	2
3 Mutual aid given	1
4 Automatic aid given	10
N None	299

**Total 312**

04/13/22 09:38:39

# **Training Division Monthly Report**

## **March 2022**

### **Overview**

Recruit Class 2022-01 began on March 7<sup>th</sup> with 5 candidates enrolled. The department hosted Bearers of the Oath Conference #4 during the week of March 14<sup>th</sup>. Additional details regarding the conference are outlined below. 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 March totaled 3,630.

### **Outside Schools**

1 firefighter attended the Georgia SPARTAN course delivered by the City of Douglas Fire Department.

2 fire investigators attended the Georgia Fire Investigator's Spring Conference in Marietta.

2 firefighters attended the South Carolina Extrication School in Hartsville, SC.

3 officers attended EOC Management & Operations hosted by Whitfield County EMA.

1 firefighter attended both Strategy & Tactics for Initial Company Operations and Decision Making for Initial Company Operations through the National Fire Academy's direct delivery program.

### **Bearers of the Oath Conference**

Day 1 - Lecture series at Mack Gaston Community Center – 90 students attending

Day 2 - Lecture series at Mack Gaston Community Center – 95 students attending

Day 3 – Hands-on offerings at Dalton Fire Department Training Center – 46 students attending

- Tactical Thermal Imaging presented by Chief Andy Starnes
- Conventional Forcible Entry presented by Forge Fire & Company

Day 4 - Hands-on offerings at Dalton Fire Department Training Center – 48 students attending

- Tactical Thermal Imaging presented by Chief Andy Starnes
- Conventional Forcible Entry presented by Forge Fire & Company
- Respectable Through-the-Lock Entry presented by Todd Shepherd and Scott Sanders

Day 5 - Hands-on offerings at Dalton Fire Department Training Center – 49 students attending

- Coordinated Engine & Truck Company Operations presented by Dalton Fire Department
- RIT or Die presented by Shane Bentley and Bearers of the Oath instructors

States Represented - TX, IN, WA, SC, NC, FL, GA, OK, and KY

# Dalton Fire Department

Dalton, GA

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## Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 03/01/2022 | End Date: 03/31/2022

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Annual</b>						
10090	Centerstone	206 W Hawthorne ST Dalton, GA 30720	03/01/2022	Blankenship, Donnie	Passed	
10924	First Student	1810 S Hamilton ST Dalton, GA 30720	03/01/2022	Stratton, Dale Lee	Passed with Comments	A corrective action plan has been provided.
10949	Vacant	205 W Industrial BLVD Dalton, GA 30720	03/03/2022	Stratton, Dale Lee	Passed with Comments	A site visit was conducted in lieu of annual inspection because the occupancy is vacant. Vacant as of 03/03/2022
11036	Preferred Tufters	1135 Riverbend DR Dalton, GA 30720	03/03/2022	Hearn, Scott Raymond	Corrective Action Plan Given	
10794	Synthetic Turf Resources	421 Callahan RD SE Dalton, GA 30720	03/07/2022	Stratton, Dale Lee	Corrective Action Plan Given	A corrective action plan has been provided.
10933	Columbia Recycling	2000 S Hamilton ST Dalton, GA 30720	03/07/2022	Stratton, Dale Lee	Passed with Comments	A corrective action plan has been provided.

Total # Inspections for Annual:

6

## Inspection Type: Annual Apartment

10675	The Cliffs Apartments	816-826 Shugart RD Dalton, GA 30720	03/03/2022	Hearn, Scott Raymond	Corrective Action Plan Given	
10675 - 2	The Cliffs Apartments 818 A B & C	818 Shugart RD Dalton, GA 30720	03/03/2022	Hearn, Scott Raymond	Corrective Action Plan Given	
10675 - 3	The Cliffs Apartments 820 A	820 Shugart RD Dalton, GA 30720	03/03/2022	Hearn, Scott Raymond	Corrective Action Plan Given	
10675 - 6	The Cliffs Apartments 826 A B C & D	826 Shugart RD Dalton, GA 30720	03/03/2022	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for Annual Apartment

4

## Inspection Type: OTC

11438	Johnny's Remodeling Plumbing LLC	709 N Hamilton ST Dalton, GA 30720	03/01/2022	Blankenship, Donnie	Corrective Action Plan Given	
11426	Lucky Mart	1220 E Morris ST Dalton, GA 30720	03/02/2022	Blankenship, Donnie	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.



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ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: OTC</b>						
11075 - 3	Atlas Total Health	1423 W Walnut AVE #Suite3 Dalton, GA 30720	03/07/2022	Hearn, Scott Raymond	Passed	

Total # Inspections for OTC: 3

<b>Inspection Type: Site Visit</b>						
10357	Murphy USA	885 Shugart RD Dalton, GA 30720	03/01/2022	Hearn, Scott Raymond	Passed	
10960	Shaw Industries	2305 Abutment RD Dalton, GA 30720	03/01/2022	Blankenship, Donnie	Passed with Comments	I met with representatives from Shaw Industries and Pye-Barker in regards to the coater fire that had taken place the previous day. I advised them to send us a report on the lab test of the sprinkler heads from the coater.
10231	DPS-City Park Annex	105 N Thornton AVE Dalton, GA 30720	03/01/2022	Stratton, Dale Lee	Passed with Comments	Site visit conducted at the request of Kevin Bruce-maintenance supervisor at DPS- to discuss Smoke Partition requirements in an existing education facility.
11154	Barrett Properties	1008 Professional BLVD Dalton, GA 30720	03/01/2022	Blankenship, Donnie	Passed	I inspected the second floor renovations for a final.
10456 - 2	Roses	1205 N Glenwood AVE #Suite 3 Dalton, GA 30721	03/01/2022	Stratton, Dale Lee	Passed with Comments	A follow up site visit was conducted at Ollie's and Roses to assess repairs and serviceability of the sprinkler system. The initial inspection was conducted on 2-1-2022. Kim Gatlin, the store manager, stated the repairs have been completed and as of 3-1-2022, the system has been returned to service. The wall indicator valves are chained in the OPEN position.
10456 - 1	Ollie's	1205 N Glenwood AVE #Suite 1 Dalton, GA 30721	03/01/2022	Stratton, Dale Lee	Passed with Comments	A follow up site visit was conducted at Ollie's and Roses to assess repairs and serviceability of the sprinkler system. The initial inspection was conducted on 2-1-2022. Autumn Rozier, the store manager, stated the repairs have been completed and as of 3-1-2022, the system has been returned to service. The wall indicator valves behind Roses are chained in the OPEN position. The PIV in the southwest corner of the building is in the OPEN position.
11220	Jim's Liquor	1507 E Walnut AVE Dalton, GA 30720	03/01/2022	Hearn, Scott Raymond	Passed with Comments	Apply for alcohol permit.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
<b>Inspection Type: Site Visit</b>						
11084	Dalton State College	650 College DR Dalton, GA 30720	03/02/2022	Blankenship, Donnie	Passed with Comments	Went by to look at the new address signage of buildings on campus.
10196 - 2	Apartments @ 222 N Hamilton Street	222 N Hamilton ST Dalton, GA 30720	03/02/2022	Blankenship, Donnie	Passed with Comments	It appears all construction has stopped as I advised them to do. Once proper plans have been submitted, and permits obtained we will revisit the project.
10675	The Cliffs Apartments	816-826 Shugart RD Dalton, GA 30720	03/03/2022	Hearn, Scott Raymond	Passed with Comments	Discussed hydrant, emergency lighting and stairs.
10852	Hill & Williams Brothers Inc.	434 Fourth AVE Dalton, GA 30720	03/07/2022	Stratton, Dale Lee	Passed with Comments	Placed keys in the Knox Box. The hood has been installed. The addressing is on a contrasting background and is large enough to see from the roadway.

Total # Inspections for Site Visit: 11

**TOTAL # INSPECTIONS: 24**

Includes LOCKED inspections for both archived and unarchived occupancy records.

# Dalton Fire Department

Dalton, GA

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## Occupancy Inspection History per Occupancy with Violations

Inspection Observations: CORRECTIVE ACTION PLAN, FAIL | Occupancy Categories: All Categories | Start Date: 03/01/2022 | End Date: 03/31/2022

INSPECTION DATE	INSPECTION TYPE	RESULT	NOTES	QUESTION	REMARKS	OBSERVATION
Engine 1 A Shift						
Apartments @ 222 N Hamilton Street - 222 N Hamilton ST						
03/02/2022	Site Visit	Passed with Comments	It appears all construction has stopped as I advised them to do. Once proper plans have been submitted, and permits obtained we will revisit the project.	If a change of occupancy has occurred, does the building comply with current code requirements?	I performed a site visit based on information that construction was taking place at the building. While on site I observed new construction on division 1 behind Baja Coop. I was advised by workers on site that they were constructing a new apartment in a space that was previously used as a business occupancy. After speaking with Chief Daniel, and Building Official Michael Fowler, I advised the workers that they had to stop work based on the fact that there were no plans submitted or permits pulled to perform the work. I contacted the owner of the building Misty Williams via phone and advised her of the situation. I also spoke later on with Rod Adams whom the owner had hired to oversee the work and advised him of the proper procedures required to perform the work.	FAIL
Engine 1 B Shift						

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



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**Johnny's Remodeling Plumbing LLC - 709 N Hamilton ST - 706-459-7317**

03/01/2022	OTC	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Exposed electrical wiring should be in conduit.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install code compliant address signage. Current signage is too small.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install a fire extinguisher per code requirements. Ensure it has been tagged by a GA licensed fire extinguisher contractor.	CORRECTIVE ACTION PLAN

**Engine 2 B Shift****Lucky Mart - 1220 E Morris ST**

03/02/2022	OTC	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Install a Knox Box on the building.	CORRECTIVE ACTION PLAN
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**Synthetic Turf Resources - 421 Callahan RD SE**

03/07/2022	Annual	Corrective Action Plan Given	A corrective action plan has been provided.	Are exit signs visible?	Repair or replace all exit signs that do not operate as designed. Install additional exit signs as discussed.	CORRECTIVE ACTION PLAN
				Is a detector present at the location of each control unit(s), notification appliance circuit power extender(s) and supervising station transmitting equipment of the fire alarm to provide notification?	Install a smoke detector above the fire alarm control panel.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Review and repair the discrepancies listed in the current annual sprinkler inspection report.	CORRECTIVE ACTION PLAN
				Are the installed sprinkler systems code compliant?	Install an FDC sign at the Fire Department Connection.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers in office area.	CORRECTIVE ACTION PLAN

**Engine 4 B Shift**

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





**First Student - 1810 S Hamilton ST - 706-428-9489**

03/01/2022	Annual	Passed with Comments	A corrective action plan has been provided.	Are exits, other than main exits properly marked?	Remove EXIT sign leading into the garage area.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters shall be mounted according to manufacturers recommended specifications. Maintain a 36" clearance around breaker panels.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install larger address numerics.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Replace exit hardware.	CORRECTIVE ACTION PLAN

**Preferred Tufters - 1135 Riverbend DR**

03/03/2022	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Maintain 3 feet of clearance from electrical panel.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Clear out exits.	CORRECTIVE ACTION PLAN

**Ladder 3 B Shift**
**The Cliffs Apartments - 816-826 Shugart RD - 706-271-7265**

03/03/2022	Annual Apartment	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting in the stairwells. (Throughout the apartment complex.) The use of external lighting will suffice until major changes to the structure occur; at that point emergency lighting shall be provided.	CORRECTIVE ACTION PLAN

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



				Have all applicable code requirements been met?	<p>1) Handicapped parking signs must be installed to the proper height throughout the complex.</p> <p>2) At the main office: remove the outdated contact information and replace it with updated contact information</p> <p>Handicapped signs have been raised according to ADA requirements.</p>	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	<p>1) All wire splices must be installed in a junction box.</p> <p>2) A junction box cover must be installed on all junction boxes containing electrical wire splices.</p> <p>3) Junction boxes must be properly mounted.</p> <p>4) Ensure all required electrical coverings are in place.</p> <p>5) Ensure all electrical connections are code compliant.</p>	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	<p>1) All stairwells and landings must be inspected and repaired by a Georgia licensed contractor.</p> <p>2) Vegetation in front of first floor windows must be trimmed or removed to provide a clear means of escape. (Throughout the complex)</p> <p>Vegetation has been removed give access as required.</p>	CORRECTIVE ACTION PLAN
				Have fire hydrants been maintained in proper working condition according to manufacturer's recommended specifications?	<p>1) Company fire hydrants must be inspected and flowed by a Georgia licensed contractor annually.</p> <p>2) Fire hydrants must be installed to the proper height.</p> <p>3) Markings annotating the NO PARKING area in front of the hydrant must be red in color.</p> <p>Area around hydrant have been painted red.</p>	CORRECTIVE ACTION PLAN
The Cliffs Apartments 818 A B & C - 818 Shugart RD - 706-271-7265						

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

03/03/2022	Annual Apartment	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting in the stairwells  Additional lighting not to be required at this time. If major renovations occur, the addition of emergency lighting shall be provided.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	1) Handicapped parking signs must be installed to the proper height throughout the complex. 2) At the main office: remove the outdated contact information and replace it with updated contact information.  Handicapped signs have been raised to ADA requirements. 3/3/2022	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	(apartment A1) Properly install electrical outlet. (apartment A4) Electrical wire splices must be installed in a mounted and covered junction box.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	1) All stairwells and landings must be inspected and repaired by a Georgia licensed contractor. 2) Vegetation in front of first floor windows must be trimmed or removed to provide a clear means of escape.  Vegetation has been removed for access. 3/3/2022	CORRECTIVE ACTION PLAN

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

**The Cliffs Apartments 820 A - 820 Shugart RD - 706-271-7265**

03/03/2022	Annual Apartment	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting in the stairwells.  Emergency lighting found to be sufficient at this time. Additional emergency lighting shall be required upon major renovation to structure.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	(apartment C2, C5, C6, and crawl space) 1) Electrical wiring must be installed in conduit or covered with the appropriate materials. 2) All wire splices must be installed in a junction box. 3) A junction box cover must be installed on all junction boxes containing electrical wire splices. 4) Junction boxes must be properly mounted. 5) Install a door on the electrical sub panel. 6) Ensure all GFI outlets are operate as designed.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	1) All stairwells and landings must be inspected and repaired by a Georgia licensed contractor. 2) Vegetation in front of first floor windows must be trimmed or removed to provide a clear means of escape.  Vegetation has been removed for access.	CORRECTIVE ACTION PLAN

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



**The Cliffs Apartments 826 A B C & D - 826 Shugart RD - 706-271-7265**

03/03/2022	Annual Apartment	Corrective Action Plan Given		Is required emergency lighting in place?	Install emergency lighting in the stairwells.  Emergency lighting found to be sufficient at this time. Additional emergency lighting shall be required upon major renovation to structure.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	1) All stairwells and landings must be inspected and repaired by a Georgia licensed contractor. 2) Vegetation in front of first floor windows must be trimmed or removed to provide a clear means of escape.  Vegetation has been removed for access. 3/3/2022	CORRECTIVE ACTION PLAN

**Squad 1 A Shift**

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



**Columbia Recycling - 2000 S Hamilton ST**

03/07/2022	Annual	Passed with Comments	A corrective action plan has been provided.	Is required emergency lighting in place?	Install emergency lighting throughout the warehouse.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Install exit signs as discussed. Repair or replace all exit signs that do not operate as designed.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Maintain clear means of egress.	CORRECTIVE ACTION PLAN
				Are the installed sprinkler systems code compliant?	Repair sprinkler system deficiencies noted in the current annual sprinkler system report. Install an FDC sign at the Fire Department Connection.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

**Vacant - 205 W Industrial BLVD - 706-277-1977**

03/03/2022	Annual	Passed with Comments	A site visit was conducted in lieu of annual inspection because the occupancy is vacant. Vacant as of 03/03/2022	Have all applicable code requirements been met?	A site visit was conducted in lieu of annual inspection because the occupancy is vacant.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



# YEAR-TO-DATE BUDGET REPORT

03/31/2022

FOR 2022 03									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000	511100 WAGES REG	5,832,000	0	5,832,000	1,260,069.57	.00	4,571,930.43	21.6%	
350000	511100 COVID REG-OT-COV	0	0	0	629.74	.00	-629.74	100.0%	
350000	511300 WAGES - OT	501,400	0	501,400	109,474.63	.00	391,925.37	21.8%	
350000	512100 GROUP INS	1,061,150	0	1,061,150	257,622.65	.00	803,527.35	24.3%	
350000	512200 FICA & MED	485,000	0	485,000	110,856.69	.00	374,143.31	22.9%	
350000	512200 COVID FICA-COVID	0	0	0	41.21	.00	-41.21	100.0%	
350000	512401 RETDCP	355,000	0	355,000	86,271.46	.00	268,728.54	24.3%	
350000	512401 COVID DB-DC-COVI	0	0	0	56.64	.00	-56.64	100.0%	
350000	512402 RET DBP	486,000	0	486,000	118,319.56	.00	367,680.44	24.3%	
350000	512403 RET STATE	28,800	0	28,800	6,575.00	.00	22,225.00	22.8%	
350000	512700 WORKERS CO	106,090	0	106,090	26,522.49	.00	79,567.51	25.0%	
350000	512900 OTHER EMPL	35,200	0	35,200	8,957.91	3,005.68	23,236.41	34.0%	
350000	512915 CLEANING A	49,900	0	49,900	646.00	.00	49,254.00	1.3%	
350000	512950 FD CANCER	18,500	0	18,500	.00	.00	18,500.00	.0%	
350000	521200 HAZM PROFESSION	14,000	0	14,000	.00	.00	14,000.00	.0%	
350000	521210 LEGAL FEES	4,800	0	4,800	150.00	.00	4,650.00	3.1%	
350000	522140 LAWN CARE	4,000	0	4,000	1,002.25	343.50	2,654.25	33.6%	
350000	522210 BUILD R&M	60,000	0	60,000	5,730.66	24.84	54,244.50	9.6%	
350000	522220 EQ REPAIRS	24,000	0	24,000	3,545.87	826.39	19,627.74	18.2%	
350000	522220 APPA MTN APP	95,000	0	95,000	7,403.79	2,301.74	85,294.47	10.2%	
350000	522320 RENT EQUIP	4,800	0	4,800	785.58	.00	4,014.42	16.4%	
350000	523100 INSURANCE	32,980	0	32,980	2,289.56	.00	30,690.44	6.9%	
350000	523200 COMMUNICAT	32,500	0	32,500	7,545.50	781.95	24,172.55	25.6%	
350000	523500 TRAVEL	28,000	0	28,000	4,102.00	624.00	23,274.00	16.9%	
350000	523600 DUES	6,600	0	6,600	811.00	.00	5,789.00	12.3%	
350000	523630 RADIO SUBC	11,900	0	11,900	10,492.20	.00	1,407.80	88.2%	
350000	523640 VEHICLE IM	1,100	0	1,100	.00	.00	1,100.00	.0%	
350000	523700 TRAINING	28,000	0	28,000	6,280.36	.00	21,719.64	22.4%	
350000	523850 CONTRACT L	0	0	0	3,229.50	.00	-3,229.50	100.0%	
350000	523900 OTHER PUR	0	0	0	154.65	.00	-154.65	100.0%	
350000	523920 SOFT LIC	22,500	0	22,500	8,479.88	.00	14,020.12	37.7%	
350000	531100 SUP GENERA	25,000	0	25,000	1,837.66	820.72	22,341.62	10.6%	
350000	531110 SUP OFFICE	5,000	0	5,000	528.17	.00	4,471.83	10.6%	
350000	531120 UNIFORMS	140,000	0	140,000	2,275.21	.00	137,724.79	1.6%	
350000	531150 SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%	
350000	531200 UTILITIES	125,500	0	125,500	34,586.53	.00	90,913.47	27.6%	
350000	531250 OIL	5,000	0	5,000	411.42	.00	4,588.58	8.2%	
350000	531270 GASOLINE	55,000	0	55,000	12,029.70	.00	42,970.30	21.9%	
350000	531300 MEALS FOOD	2,000	0	2,000	124.33	.00	1,875.67	6.2%	
350000	531600 SMALL EQUI	31,000	0	31,000	.00	.00	31,000.00	.0%	
350000	531700 OTHER SUPP	15,500	0	15,500	1,187.22	.00	14,312.78	7.7%	
350000	531700 HAZM OTHER SUPP	9,500	0	9,500	1,430.26	.00	8,069.74	15.1%	
350000	531700 SAFET OTHER SUPP	5,000	0	5,000	900.00	2,314.00	1,786.00	64.3%	

## YEAR-TO-DATE BUDGET REPORT 03/31/2022

FOR 2022 03									
ACCOUNTS FOR:	GENERAL FUND - OPERATING		ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010									
350000	542500	OTHER EQUI	4,000	0	4,000	743.51	.00	3,256.49	18.6%
TOTAL GENERAL FUND - OPERATING			9,754,970	0	9,754,970	2,104,100.36	11,042.82	7,639,826.82	21.7%
TOTAL EXPENSES			9,754,970	0	9,754,970	2,104,100.36	11,042.82	7,639,826.82	