



**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, SEPTEMBER 26, 2023  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Personnel Matters**

- [1.](#) Fire Department - Promotion of Firefighter Gabe Shupe to the rank of Engineer
- [2.](#) Police Department - New Officer Confirmation - Christopher Akins, Timothy Childers, Matthew Grubbs, Eduardo Mendiola

**Public Commentary**

**Approval of Minutes**

- [3.](#) August 22, 2023  
August 25, 2023 - Special Called Meeting

**Police Department**

- [4.](#) Crime/Crash Statistics August 2023
- [5.](#) Financial Statistics August 2023
- [6.](#) Written Directive Review

**Fire Department**

- [7.](#) Statistical Report for August 2023
- [8.](#) Financial Report for August 2023
- [9.](#) Revised SOP's and SOG's
  1. FO-14 Mayday Procedures
  2. FO-16 Emergency Evacuation
  3. GP-2 Uniform Dress Classes and Usage
  4. SCBA-03 Refilling SCBA and SCUBA Cylinders

**Adjournment**

# DALTON FIRE DEPARTMENT

**MIKE RUSSELL**  
Interim Fire Chief  
Telephone 706-278-7363  
Fax 706-272-7107  
mrussell@daltonga.gov

404 School Street  
Dalton, GA 30720



**PUBLIC SAFETY COMMISSION**  
Truman Whitfield  
Terry Mathis  
Anthony Walker  
Alex Brown

September 26, 2023

Greetings,

I am making a recommendation for the promotion of Firefighter Gabe Shupe to the rank of Engineer. This promotion will fill the vacancy left by the retirement of Engineer Hector Chiesa. Firefighter Shupe has met the required prerequisites set forth for the rank of Engineer.

Firefighter Shupe graduated from Northwest Whitfield High School in 2002 and was employed with the City of Dalton Fire Department in August 2014. Firefighter Shupe is a member of the department's Special Operations Team and holds numerous technician level certifications for technical rescue and hazardous materials response. In addition, Firefighter Shupe is one of the team's rope rescue instructors who also works diligently at the shift level to train and assist others on various topics. Firefighter Shupe is a graduate of the Georgia Smoke Diver program.

I would appreciate your support in recognizing Firefighter Gabe Shupe with a promotion to the rank of Engineer.

Thank you all for your consideration.

*M. Russell*  
Mike Russell

Interim Fire Chief

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** CHRISTOPHER HUNTER LEE AKINS

**SEX/AGE:** Male/23

**EDUCATION:** May 2018 Graduate  
Northwest Whitfield High School  
Tunnel Hill, GA

**WORK:** December 2022 – April 2023  
Planet Fitness  
Member Services  
Dalton GA

June 2020 – July 2021  
Just Jump Trampoline Park  
Team Lead  
Dalton GA

April 2018 – July 2021  
Planet Fitness  
Trainer/Member Services  
Dalton, GA

**MILITARY:** None

**MARITAL STATUS:** Married

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** MATTHEW BRIAN GRUBBS

**SEX/AGE:** Male/26

**EDUCATION:** December 2021  
Bachelor of Business Administration  
Dalton State College  
Dalton GA

May 2015 Graduate  
Coahulla Creek High School  
Dalton, GA 30721

**WORK:** January 2023 – April 2023  
Shaw Industries  
Supply Room Clerk  
Dalton GA

February 2022 – December 2022  
Ferguson Industrial  
Warehouse Associate  
Dalton, GA

April 2016 – February 2022  
Target  
Chattanooga, TN

**MILITARY:** None

**MARITAL STATUS:** Single

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** **TIMOTHY ALEXANDER CHILDERS**

**SEX/AGE:** Male/21

**EDUCATION:** May 2020 Graduate  
Northwest Whitfield High School  
Tunnel Hill, GA

**WORK:** May 2022 – June 2023  
Walker State Prison  
Correctional Officer  
Rock Spring GA

March 2020 – May 2022  
Catoosa Shutters  
Machine Operator  
Chatsworth GA

July 2019 – March 2020  
Bojangles  
Dalton, GA

**MILITARY:** None

**MARITAL STATUS:** Single

**DALTON POLICE DEPARTMENT  
NEW EMPLOYEE PROFILE SHEET**

**NAME:** EDUARDO MENDIOLA

**SEX/AGE:** Male/25

**EDUCATION:** May 2016 Graduate  
Southeast Whitfield High School  
Dalton GA

**WORK:** August 2021 – March 2023  
Shaw Industries Plant 52  
Dalton GA

August 2017 – June 2021  
Zaxby's  
Dalton GA

**MILITARY:** None

**MARITAL STATUS:** Single

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
AUGUST 22, 2023

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Anthony Walker, Fire Chief Todd Pangle, Police Chief Cliff Cason, Assistant Police Chief Chris Crossen, Attorney Jason Connell from the City Attorney's Office, and City Administrator Andrew Parker.

AGENDA AMENDMENT

On the motion of Commissioner Brown, second Commissioner Mathis, the agenda was amended to add "Personnel Matters" at the conclusion of the regular called meeting. The vote was unanimous in favor.

AGENDA APPROVAL

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

PERSONNEL MATTERS

Police Department – Officer Caleb Morang - Employee of the Month

Assistant Police Chief Chris Crossen presented Officer, Caleb Morang with the July 2023 Employee of the Month award for his efforts in identifying and apprehending a suspect who was responsible for several burglaries and financial fraud.

Police Department – Officer Jennifer Nunez – Life Saving Award

Assistant Police Chief Chris Crossen presented Officer, Jennifer Nunez with the Police Department's Life Saving Award for her actions on July 16, 2023 for assisting an unresponsive male who was not breathing.

Fire Department – Individual Commendation Presentation

Fire Chief Todd Pangle presented Firefighter Charlie Davis with a Certificate of Commendation for providing aid to an individual in cardiac arrest on July 15, 2023.

PUBLIC COMMENTARY

There were no public comments.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for July 25, 2023. On the motion of Commissioner Brown, second Commissioner Walker, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for July 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of July 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 9.71% lower and Part II crimes are approximately 11.2% lower when compared to the past 5-year average. Chief Cason further reported there were 105 non-private property crashes reported for the month which has also decreased over the previous month.

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

POLICE DEPARTMENT

... Continued

Financial Statistics for July 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of July 2023. Chief Cason reported the department has expended 51.5% of the budget, and are on track for the remainder of the FY 2023.

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

Written Directive Review

Assistant Police Chief Chris Crossen presented the following written directive reviews for approval:

- 2.3 Planning and Research
- 2.6 Written Directive System
- 2.13 Civil Litigation
- 3.1 Selection
- 3.13 Chaplain Program
- 3.17 Performance Evaluations
- 6.10 Naloxone Narcan
- 7.11 Confidential Informants

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

FIRE DEPARTMENT

Monthly Statistical Report – July 2023

Fire Chief Todd Pangle presented the July 2023 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 374 Total Responses, an Injuries and Property Report, 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.

Monthly Financial Report – July 2023

Fire Chief Todd Pangle presented the Financial Report for the month of July 2023 to the Commission. Chief Pangle stated the department has expended 56.9% the budget, and are on track for the remainder of the FY 2023.

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.

Reviewed SOG

On the motion of Commissioner Brown, second Commissioner Walker, the Commission approved the following Fire Department policies.

- Reviewed SOG – GP-03 Professional Grooming
- Reviewed SOG – SO-01 Use of station log book

A copy of each approved policy is a part of these minutes. The vote was unanimous in favor.



Executive Session

On the motion of Commissioner Walker, second Commissioner Brown, the Commission adjourned into executive session at 9:28 am. The vote was unanimous in favor.

On the motion of Commissioner Walker, second Commissioner Brown the commission adjourned out of executive session at 10:07 am. The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Mathis, second Commissioner Brown, the meeting was adjourned at 10:09 a.m.

\_\_\_\_\_  
Truman Whitfield, Chairman

ATTEST:

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Anthony Walker, Secretary

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
SPECIAL CALLED MEETING  
MINUTES  
AUGUST 25, 2023

The special called meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Police Chief Cliff Cason, City Attorney Terry Miller, and City Administrator Andrew Parker. Commissioner Anthony Walker was absent.

AGENDA APPROVAL

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

NEW BUSINESS

Appointment of Interim Fire Chief

On the motion of Commissioner Mathis, second Commissioner Brown, the Commission appointed Deputy Fire Chief, Mike Russell as Interim Fire Chief. Former Chief Todd Pangle accepted the position of Assistant City Administrator. 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 Mathis, the meeting was adjourned at 9:07 a.m.

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Truman Whitfield, Chairman

ATTEST:

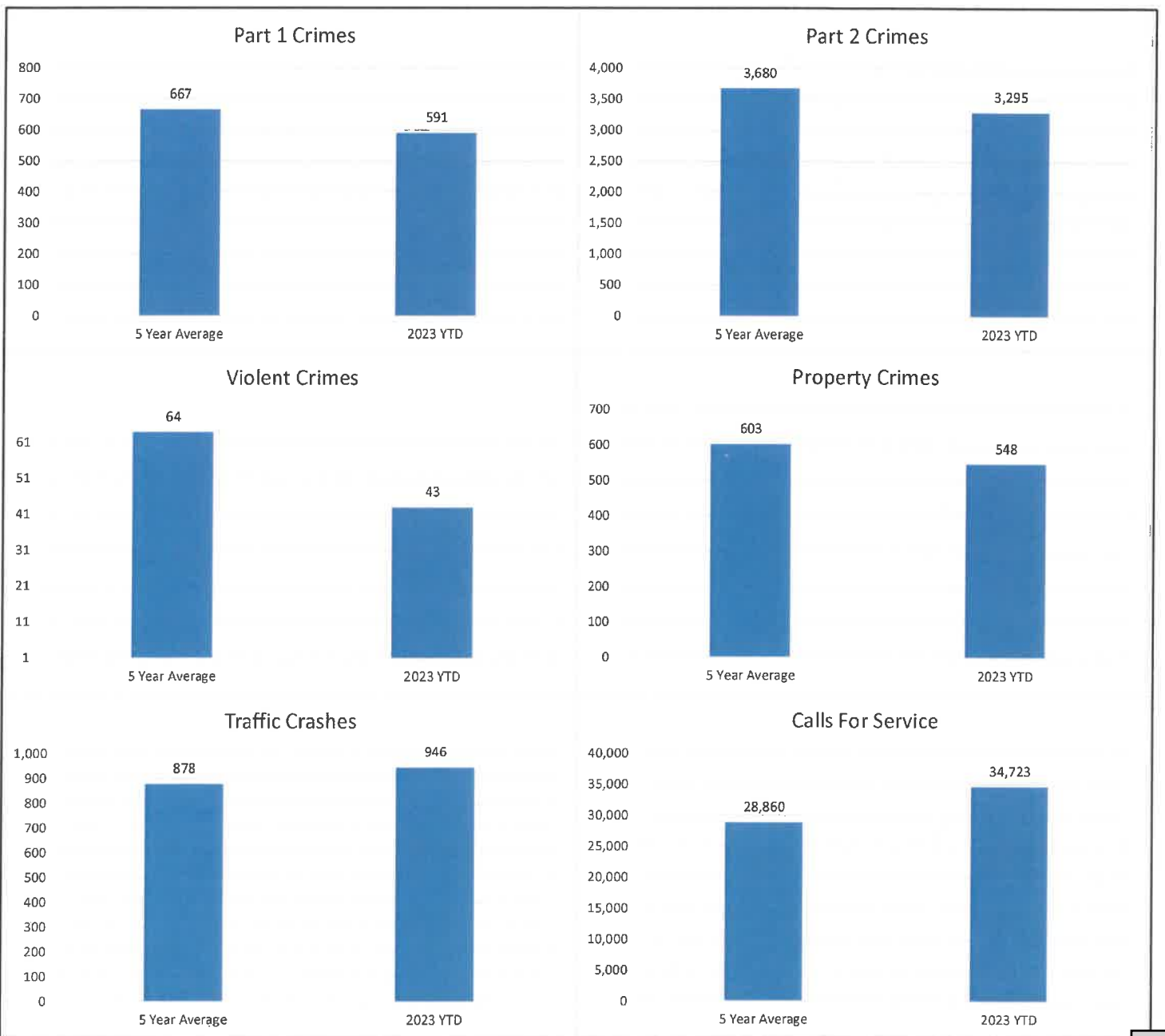
\_\_\_\_\_  
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
SEPTEMBER 26, 2023**

**Summary of Data and Crime Statistics for August 2023**

**General**

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 11.39% lower than the five-year average. Part 2 crimes have decreased by approximately 10.5% during the same time. Property crimes show a decrease of approximately 9.1% from the five-year average. Violent crimes show a decrease of approximately 32.8% when compared to the five-year average. Traffic crashes are approximately 7.7% higher than the five-year average. Calls for service show an increase of approximately 20.3% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
SEPTEMBER 26, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023  
**August 2023**

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	731	599	599	615	591	
Homicides	1	0	1	1	0	
Rape	14	5	11	8	14	
Robbery	2	13	3	13	7	
Aggravated Assault	47	42	57	40	22	
<b>Violent Crime Totals</b>	<b>64</b>	<b>60</b>	<b>72</b>	<b>62</b>	<b>43</b>	
Burglary	72	61	63	52	36	
Larceny-Theft	561	429	387	448	485	
Motor Vehicle Theft	34	48	76	48	26	
Arson	0	1	1	5	1	
<b>Property Crime Totals</b>	<b>667</b>	<b>539</b>	<b>527</b>	<b>553</b>	<b>548</b>	
Violent Crime Clearance	75%	63%	65%	63%	65%	
Property Crime Clearance	45%	30%	42%	48%	55%	
Part I Arrests	282	179	181	216	236	
Citations	8,761	8,015	6,914	8,156	12,233	
Calls for Service	29,544	32,934	27,136	26,376	34,723	
Traffic Crashes	929	741	919	902	946	

**Analysis**

In the year to date 2023 there have been 591 Part 1 crimes reported, compared to 615 in 2022. Traffic crashes have increased approximately 4.8% from 2022. Calls for service have increased by approximately 31.65% from 2022.

There have been 43 violent crimes reported 2023 YTD compared to 62 reported violent crimes 2022 YTD. There have been 22 aggravated assaults reported in 2023 compared to 40 in 2022. Year to date property crimes have shown a decrease of approximately .9% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 9.1% lower than the average of 603. Violent crime numbers are approximately 32.8% lower than the five-year average of 64.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
SEPTEMBER 26, 2023**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	8/23	8/22	YTD	YTD	8/23	8/22	YTD	YTD	8/23	8/22	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	0	1	0	0	0	0	0	0	0	1
Rape	0	0	14	8	0	1	2	6	0	0	2	2
Robbery	1	2	7	13	1	2	9	16	1	0	9	14
Aggravated Assault	4	4	22	40	2	1	17	17	1	0	14	14
Burglary	10	7	36	52	1	2	21	21	0	0	12	12
Larceny - Theft	61	70	485	448	29	43	268	232	27	30	195	166
Motor Vehicle Theft	0	9	26	48	0	3	10	14	0	2	3	6
Arson	0	0	1	5	0	0	1	1	0	0	1	1
<b>PART I SUBTOTAL</b>	<b>76</b>	<b>92</b>	<b>591</b>	<b>615</b>	<b>33</b>	<b>52</b>	<b>328</b>	<b>307</b>	<b>29</b>	<b>32</b>	<b>236</b>	<b>216</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	26	31	213	235	25	28	188	200	19	20	120	132
Forgery/Counterfeiting	4	2	50	48	3	3	26	16	3	3	21	13
Fraud	16	12	142	112	2	4	31	24	1	2	24	14
Embezzlement	0	0	0	0	0	0	1	0	0	0	0	0
Stolen Property	0	0	8	8	0	0	12	4	0	0	12	4
Vandalism	16	17	164	159	5	2	56	50	3	0	38	31
Weapons Violations	4	7	31	34	7	8	38	33	7	8	38	33
Commercial Sex	0	0	0	2	0	0	0	1	0	0	0	0
Other Sex Offenses	4	2	33	29	3	2	19	17	0	0	6	5
Drug Sales	4	5	27	44	5	5	24	41	5	5	24	36
Drug Possession	20	11	145	165	18	11	122	127	16	8	95	102
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	10	4	39	29	3	7	25	24	3	5	21	19
Liquor Violations	16	3	55	53	10	2	45	46	10	2	45	45
Drunkenness	10	6	55	67	9	6	58	61	9	5	58	60
Other Disorderly Conduct	17	13	104	97	11	10	107	84	8	7	85	62
Curfew Violations	1	2	10	6	1	0	10	2	0	0	7	2
All Other Offenses	290	174	2055	1639	246	243	2380	1960	222	222	2222	1787
DUI	30	15	164	135	29	17	162	140	29	17	162	140
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>468</b>	<b>304</b>	<b>3295</b>	<b>2862</b>	<b>377</b>	<b>348</b>	<b>3304</b>	<b>2830</b>	<b>335</b>	<b>304</b>	<b>2978</b>	<b>2485</b>
<b>PART I AND II TOTAL</b>	<b>544</b>	<b>396</b>	<b>3886</b>	<b>3477</b>	<b>410</b>	<b>400</b>	<b>3632</b>	<b>3137</b>	<b>364</b>	<b>336</b>	<b>3214</b>	<b>2701</b>

	<b>Crashes</b>				<b>Enforcement</b>				
	8/23	8/22	2023 YTD	2022 YTD	8/23	8/22	2023 YTD	2022 YTD	
Public Roadway	128	115	946	902	Citations	664	712	5,293	4,411
911 Calls	4,668	3,444	34,723	26,376	Warnings	896	460	6,940	3,741
					Totals	1,560	1,172	12,233	8,156

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
SEPTEMBER 26, 2023**

**August 2023 Crash Statistics**

In August 2023 there were 128 non-private property crashes reported. Injury crashes and total injuries increased compared to the previous month. Angle crashes were the most prevalent during August 2023. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor in injury crashes. Walnut Ave had the highest number of injury and non-injury crashes.

<b>August 2023 Crash Statistics</b>						
<b>Total Crashes</b>	<b>August 2023</b>	<b>July 2023</b>	<b>Change</b>	<b>YTD 2023</b>	<b>YTD 2022</b>	<b>Change</b>
	128	105	21.9%	946	902	4.9%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	26	20	5	1	0	4
<b>Total Injuries</b>	35					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
4	8	9		31		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	19		0000 - 0559	3		
Tuesday	17		0600 - 0859	16		
Wednesday	22		0900 - 1059	9		
Thursday	27		1100 - 1359	32		
Friday	20		1400 - 1559	20		
Saturday	9		1600 - 1859	27		
Sunday	14		1900 - 2159	17		
			2200 - 2359	4		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	47		Following Too Closely	31		
Rear End	46		Failure to Yield	23		
Sideswipe - Same Direction	16		Changed Lanes Improperly	13		
Collision With Object	11		Distracted	9		
Sideswipe - Opposite Direction	6		Improper Turn	9		
Head On	2					
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	28	21.9%	10	28.6%		
Chattanooga Rd	16	12.5%	4	11.4%		
E Morris St	7	5.5%	2	5.7%		
Glenwood Ave	6	4.7%	0	0.0%		
Shugart Rd	6	4.7%	1	2.9%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
August 2023	Glenwood, Walnut, Chattanooga Rd		25	171		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
SEPTEMBER 26, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR AUGUST 2023

The police department budget for FY 2023 is now in its implementation, and we have expended approximately 58.2% of our 2023 budget at this point in the budget cycle. Currently, we believe there will be sufficient funds in our existing budget to accomplish our 2023 goals and meet the needs of the department.

Earlier this year, the finance committee awarded the Police Department capital improvement funding to purchase vehicles. Bid solicitation for marked patrol vehicles was completed and the bid has been awarded and vehicles have been ordered. The vehicles will be arriving at different times with the first few being delivered in the coming weeks. Upfit for the vehicles will begin once equipment is delivered.

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>321000 PD ADMINISTRATION</b>							
321000 511100 WAGES - REGULAR	477,000	0	477,000	300,939.06	.00	176,060.94	63.1%
321000 511300 WAGES - OVERTIME	1,700	0	1,700	27.82	.00	1,672.18	1.6%
321000 512100 GROUP INSURANCE	38,780	0	38,780	17,584.46	.00	21,195.54	45.3%
321000 512200 FICA & MEDICARE	37,000	0	37,000	23,436.82	.00	13,563.18	63.3%
321000 512401 RETIREMENT DCP	14,940	0	14,940	9,337.29	.00	5,602.71	62.5%
321000 512402 RETIREMENT DBP	40,250	0	40,250	26,203.41	.00	14,046.59	65.1%
321000 512403 RETIREMENT STATE	1,200	0	1,200	800.00	.00	400.00	66.7%
321000 512700 WORKERS COMPENSAT	10,100	0	10,100	6,734.00	.00	3,366.00	66.7%
321000 512900 OTHER EMPLOYEE BE	3,750	0	3,750	1,885.98	.00	1,864.02	50.3%
321000 512915 CLEANING ALLOWANC	1,800	0	1,800	446.50	.00	1,353.50	24.8%
321000 512916 CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
321000 521210 PROFESSIONAL - LE	20,000	0	20,000	4,689.13	.00	15,310.87	23.4%
321000 521300 TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	0%
321000 522220 EQUIPMENT MAINT &	5,000	0	5,000	2,418.01	.00	2,581.99	48.4%
321000 522230 VEHICLE REPAIRS &	4,000	0	4,000	1,206.37	.00	2,793.63	30.2%
321000 523100 RENTAL - EQUIPMEN	9,000	0	9,000	3,699.41	.00	5,300.59	41.1%
321000 523200 INSURANCE COMMERC	118,000	23,835	141,835	141,833.00	.00	2.00	100.0%
321000 523200 COMMUNICATIONS	50,000	0	50,000	31,580.82	.00	18,419.18	63.2%
321000 523210 POSTAGE	3,500	0	3,500	682.69	.00	2,817.31	19.5%
321000 523400 PRINTING & BINDIN	3,000	0	3,000	2,325.49	.00	674.51	77.5%
321000 523500 TRAVEL	9,000	4,500	13,500	10,189.35	.00	3,310.65	75.5%
321000 523600 DUES & FEES	4,000	0	4,000	1,280.37	.00	2,719.63	32.0%
321000 523630 RADIO SUBSCRIBER F	27,000	-3,500	23,500	23,155.20	.00	344.80	98.5%
321000 523700 TRAINING & EDUCAT	7,500	-1,000	6,500	4,552.00	.00	1,948.00	70.0%
321000 523850 CONTRACT LABOR	5,400	17,000	22,400	17,815.14	.00	4,584.86	79.5%
321000 523920 SOFTWARE LICENSES	177,900	0	177,900	118,739.29	.00	59,160.71	66.7%
321000 531100 SUPPLIES - GENERA	800	0	800	198.46	.00	601.54	24.8%
321000 531110 SUPPLIES - OFFICE	2,000	0	2,000	45.44	.00	1,954.56	2.3%
321000 531250 OIL	1,000	0	1,000	.00	.00	1,000.00	0%
321000 531270 GASOLINE	6,000	0	6,000	3,728.24	.00	2,271.76	62.1%
321000 531300 MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	0%
321000 531600 SMALL EQUIPMENT <	1,400	0	1,400	1,400.00	.00	.00	100.0%
321000 531700 OTHER SUPPLIES	2,000	0	2,000	700.94	.00	1,299.06	35.0%
<b>TOTAL PD ADMINISTRATION</b>	<b>1,090,820</b>	<b>40,835</b>	<b>1,131,655</b>	<b>758,534.69</b>	<b>.00</b>	<b>373,120.31</b>	<b>67.0%</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010 GENERAL FUND - OPERATING							
<b>322100 PD CRIMINAL INVESTIGATION DIV</b>							
322100 511100 WAGES - REGULAR	1,092,350	0	1,092,350	652,282.81	.00	440,067.19	59.7%
322100 511300 WAGES - OVERTIME	48,700	0	48,700	4,738.59	.00	43,961.41	9.7%
322100 512100 GROUP INSURANCE	212,400	0	212,400	123,221.19	.00	89,178.81	58.0%
322100 512200 FICA & MEDICARE	87,300	0	87,300	49,057.86	.00	38,242.14	56.2%
322100 512401 RETIREMENT DCP	78,500	0	78,500	38,435.23	.00	40,064.77	49.0%
322100 512402 RETIREMENT DBP	44,500	0	44,500	36,180.19	.00	8,319.81	81.3%
322100 512403 RETIREMENT STATE	4,500	0	4,500	2,750.00	.00	1,750.00	61.1%
322100 512700 WORKERS COMPENSAT	28,680	0	28,680	19,120.00	.00	9,560.00	66.7%
322100 512900 OTHER EMPLOYEE BE	6,800	0	6,800	4,069.04	.00	2,730.96	59.8%
322100 512915 CLEANING ALLOWANC	4,000	0	4,000	2,295.75	.00	1,704.25	57.4%
322100 512916 CLOTHING ALLOWANC	9,000	0	9,000	4,143.00	.00	4,857.00	46.0%
322100 522200 EQUIPMENT MAINT &	3,500	0	3,500	386.21	.00	3,113.79	11.0%
322100 522230 VEHICLE REPAIRS &	7,000	0	7,000	3,633.40	.00	3,366.60	51.9%
322100 523500 TRAVEL	14,400	0	14,400	13,026.24	.00	1,373.76	90.5%
322100 523600 DUES & FEES	5,500	0	5,500	378.00	.00	5,122.00	6.9%
322100 523700 TRAINING & EDUCAT	14,400	0	14,400	10,577.00	.00	3,823.00	73.5%
322100 523900 PEPT OTHER PURCHAS	25,000	0	25,000	.00	.00	25,000.00	.0%
322100 531100 SUPPLIES - GENERA	3,500	0	3,500	1,254.83	.00	2,245.17	35.9%
322100 531110 SUPPLIES - OFFICE	4,000	0	4,000	1,475.95	.00	2,524.05	36.9%
322100 531250 OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270 GASOLINE	18,500	0	18,500	10,126.97	.00	8,373.03	54.7%
322100 531300 MEALS - FOOD	700	0	700	.00	.00	700.00	.0%
322100 531600 SMALL EQUIPMENT <	0	300	300	126.48	.00	173.52	42.2%
322100 531700 OTHER SUPPLIES	5,000	-300	4,700	1,772.94	.00	2,927.06	37.7%
322100 542400 COMPUTERS & COMPU	14,400	0	14,400	14,400.00	.00	.00	100.0%
<b>TOTAL PD CRIMINAL INVESTIGATION DIV</b>	<b>1,736,030</b>	<b>0</b>	<b>1,736,030</b>	<b>993,451.68</b>	<b>.00</b>	<b>742,578.32</b>	<b>57.2%</b>



YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
<b>322300 PD PATROL</b>								
322300 511100	WAGES - REGULAR	3,980,700	-17,000	3,963,700	2,268,882.19	.00	1,694,817.81	57.2%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	38,772.57	.00	29,027.43	57.2%
322300 512100	GROUP INSURANCE	611,670	0	611,670	374,492.12	.00	237,177.88	61.2%
322300 512200	FICA & MEDICARE	309,750	0	309,750	173,570.19	.00	136,179.81	56.0%
322300 512401	RETIREMENT DCP	352,600	0	352,600	198,409.39	.00	154,190.61	56.3%
322300 512402	RETIREMENT DBP	60,800	0	60,800	26,970.59	.00	33,829.41	44.4%
322300 512403	RETIREMENT STATE	21,500	0	21,500	11,050.00	.00	10,450.00	51.4%
322300 512700	WORKERS COMPENSAT	121,380	0	121,380	80,920.00	.00	40,460.00	66.7%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	14,605.38	.00	10,794.62	57.5%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	4,770.00	.00	5,230.00	47.7%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	10,562.94	.00	937.06	91.9%
322300 52230	VEHICLE REPAIRS &	48,000	12,400	60,400	53,436.25	.00	6,963.75	88.5%
322300 52230	SHOP VEHICLE EXP -	128,000	-15,000	113,000	71,472.54	.00	41,527.46	63.3%
322300 523500	TRAVEL	64,500	0	64,500	52,582.82	.00	11,917.18	81.5%
322300 523600	DUES & FEES	3,800	0	3,800	463.00	.00	3,335.00	12.2%
322300 523700	TRAINING & EDUCAT	44,000	0	44,000	17,040.22	.00	26,959.78	38.7%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	2,719.03	.00	2,780.97	49.4%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	624.17	.00	2,375.83	20.8%
322300 531120	UNIFORMS	64,000	0	64,000	9,953.11	.00	54,046.89	15.6%
322300 531250	OIL	3,000	0	3,000	1,785.34	.00	1,214.66	59.5%
322300 531270	GASOLINE	175,000	0	175,000	100,034.19	.00	74,965.81	57.2%
322300 531300	MEALS - FOOD	2,000	0	2,000	84.01	.00	1,915.99	4.2%
322300 531600	SMALL EQUIPMENT <	35,295	0	35,295	29,213.89	.00	6,081.11	82.8%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	1,456.19	.00	3,543.81	29.1%
	<b>TOTAL PD PATROL</b>	<b>6,154,195</b>	<b>-19,600</b>	<b>6,134,595</b>	<b>3,543,872.13</b>	<b>.00</b>	<b>2,590,722.87</b>	<b>57.8%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322400 PD SUPPORT SERVICES</b>								
322400 511100	WAGES - REGULAR	687,750	0	687,750	421,163.27	.00	266,586.73	61.2%
322400 511200	WAGES - PART TIME	12,000	0	12,000	.00	.00	12,000.00	0%
322400 511300	WAGES - OVERTIME	11,375	0	11,375	1,602.57	.00	9,772.43	14.1%
322400 512100	GROUP INSURANCE	162,720	0	162,720	84,197.85	.00	78,522.15	51.7%
322400 512200	FICA & MEDICARE	54,400	0	54,400	31,307.38	.00	23,092.62	57.6%
322400 512401	RETIREMENT DCP	40,300	0	40,300	22,144.05	.00	18,155.95	54.9%
322400 512402	RETIREMENT DBP	37,000	0	37,000	22,803.34	.00	14,196.66	61.6%
322400 512403	RETIREMENT STATE	1,200	0	1,200	825.00	.00	375.00	68.8%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	14,560.00	.00	7,280.00	66.7%
322400 512900	OTHER EMPLOYEE BE	4,200	0	4,200	2,550.35	.00	1,649.65	60.7%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	143.00	.00	2,257.00	6.0%
322400 512916	CLOTHING ALLOWANC	600	0	600	300.00	.00	300.00	50.0%
322400 521300	TECHNICAL CONTRAC	18,500	0	18,500	2,861.75	.00	15,638.25	15.5%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	6,365.25	.00	7,134.75	47.2%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	13,362.53	.00	26,637.47	33.4%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	702.10	.00	2,297.90	23.4%
322400 523500	TRAVEL	21,000	0	21,000	2,603.30	.00	18,396.70	12.4%
322400 523600	DUES & FEES	2,700	0	2,700	844.92	.00	1,855.08	31.3%
322400 523620	CREDIT CARD & BAN	450	0	450	249.35	.00	200.65	55.4%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	16,418.59	.00	4,581.41	78.2%
322400 531100	SUPPLIES - GENERA	3,500	0	3,500	1,550.62	.00	1,949.38	44.3%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	954.89	.00	2,245.11	29.8%
322400 531120	UNIFORMS	4,000	0	4,000	741.35	.00	3,258.65	18.5%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	5,455.55	.00	22,544.45	19.5%
322400 531200	UTILITIES	62,500	0	62,500	32,491.87	.00	30,008.13	52.0%
322400 531250	OIL	300	0	300	.00	.00	300.00	0%
322400 531270	GASOLINE	8,000	0	8,000	4,583.91	.00	3,416.09	57.3%
322400 531300	MEALS - FOOD	500	0	500	441.19	.00	58.81	88.2%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	422.78	.00	13,577.22	3.0%
<b>TOTAL PD SUPPORT SERVICES</b>		<b>1,282,435</b>	<b>0</b>	<b>1,282,435</b>	<b>691,646.76</b>	<b>.00</b>	<b>590,788.24</b>	<b>53.9%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0010								
<b>322600</b>	<b>CUSTODY OF PRISONERS</b>							
322600	523900 OTHER PURCHASED S	105,000	-8,835	96,165	53,306.16	.00	42,858.84	55.4%
	TOTAL CUSTODY OF PRISONERS	105,000	-8,835	96,165	53,306.16	.00	42,858.84	55.4%
	TOTAL GENERAL FUND - OPERATING	10,368,480	12,400	10,380,880	6,040,811.42	.00	4,340,068.58	58.2%
	TOTAL EXPENSES	10,368,480	12,400	10,380,880	6,040,811.42	.00	4,340,068.58	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	12,400	10,380,880	6,040,811.42	.00	4,340,068.58	58.2%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

ACCOUNTS FOR: 0210 CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>210001 REVENUES</b>							
210001 351320 STATE CASH CONFISC	-50,000	0	-50,000	-22,238.90	.00	-27,761.10	44.5%*
210001 361400 JUSTI INTEREST JUS	0	0	0	-118.32	.00	118.32	100.0%
210001 361400 STATE INTEREST INC	-250	0	-250	-2,190.71	.00	1,940.71	876.3%
210001 361400 TREAS INTEREST TRE	-50	0	-50	-353.85	.00	303.85	707.7%
210001 392100 STATE SALE OF ASSE	-6,000	0	-6,000	-12,426.36	.00	6,426.36	207.1%
<b>TOTAL REVENUES</b>	<b>-56,300</b>	<b>0</b>	<b>-56,300</b>	<b>-37,328.14</b>	<b>.00</b>	<b>-18,971.86</b>	<b>66.3%</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 '08

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>210415 EXPENDITURES</b>								
210415	521100 STATE OFFICIAL/ADM	4,500	0	4,500	3,556.99	.00	943.01	79.0%
210415	523200 STATE COMMUNICATIO	23,000	0	23,000	11,275.40	.00	11,724.60	49.0%
210415	523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415	523600 STATE DUES & FEES	0	0	0	1,240.69	.00	-1,240.69	100.0%*
210415	523700 STATE TRAINING & E	15,000	0	15,000	4,595.00	.00	10,405.00	30.6%
210415	531600 STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415	531600 TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415	531700 STATE OTHER SUPPLI	500	0	500	461.00	.00	39.00	92.2%
<b>TOTAL EXPENDITURES</b>		65,600	0	65,600	21,129.08	.00	44,470.92	32.2%
<b>TOTAL CONFISCATED ASSETS</b>		9,300	0	9,300	-16,199.06	.00	25,499.06	-174.2%
<b>TOTAL REVENUES</b>		-56,300	0	-56,300	-37,328.14	.00	-18,971.86	
<b>TOTAL EXPENSES</b>		65,600	0	65,600	21,129.08	.00	44,470.92	



YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	-16,199.06	.00	25,499.06	-174.2%

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



YEAR-TO-DATE BUDGET REPORT

FOR 2023 '08		ORIGINAL APPROP	TRANSFRS/ ADJUSTMNTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370001 REVENUES</b>								
370001	361400 INTEREST INCOME	0	-36,095	-36,095	-66,109.10	.00	30,014.10	183.2%
	TOTAL REVENUES	0	-36,095	-36,095	-66,109.10	.00	30,014.10	183.2%



YEAR-TO-DATE BUDGET REPORT

FOR 2023 '08

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0370 CAPITAL ACQUISITION FUND							
<b>370002 OTHER FINANCING SOURCES</b>							
370002 391000 0361 TRANSFERS IN	0	-1,565,390	-1,565,390	-1,565,390.00	.00	.00	100.0%
370002 391000 GF TRANSFERS IN	0	-5,181,000	-5,181,000	-5,176,000.00	.00	-5,000.00	99.9%*
370002 392100 SALE OF ASSETS (G	0	-21,700	-21,700	-21,676.90	.00	-23.10	99.9%*
<b>TOTAL OTHER FINANCING SOURCES</b>	<b>0</b>	<b>-6,768,090</b>	<b>-6,768,090</b>	<b>-6,763,066.90</b>	<b>.00</b>	<b>-5,023.10</b>	<b>99.9%</b>

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ACCOUNTS FOR: 0370	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370005 EXPENDITURES</b>								
370005 522210 350 FACILITY REPAI		0	219,092	219,092	219,092.46	.00	.00	100.0%
370005 522210 610 FACILITY REPAI		0	240,758	240,758	.00	144,670.89	96,087.30	60.1%
370005 522240 420 SITE R&M 2024		0	1,200,000	1,200,000	.00	353,190.00	1,200,000.00	0.0%
370005 522240 610 SITE REPAIRS &		0	653,390	653,390	.00	0.00	300,200.00	54.1%
370005 523600 DUES & FEES		0	7,500	7,500	2,569.15	.00	4,930.85	34.3%
370005 531600 610 SMALL EQUIPMEN		0	323	323	.00	323.42	0.00	100.0%
370005 541100 132 SITES		0	1,500,000	1,500,000	.00	.00	1,500,000.00	0.0%
370005 541200 610 SITE IMPROVEME		0	1,203,426	1,203,426	1,203,426.00	.00	0.00	100.0%
370005 541300 132 BUILDINGS & BU		0	1,500,000	1,500,000	.00	.00	1,500,000.00	0.0%
370005 541300 350 BUILDINGS & BU		0	65,000	65,000	.00	.00	65,000.00	0.0%
370005 541300 610 BUILDINGS & BU		0	349,360	349,360	.00	349,359.73	0.00	100.0%
370005 541400 132 INFRASTRUCTURE		0	371,725	371,725	173,005.04	.00	198,719.96	46.5%
370005 542100 420 MACHINERY		0	1,986,583	1,986,583	700,676.00	864,162.00	421,745.00	78.8%
370005 542100 610 MACHINERY		0	63,000	63,000	.00	63,000.00	0.00	100.0%
370005 542200 320 VEHICLES		0	512,700	512,700	45,750.00	.00	466,950.00	8.9%
370005 542200 350 VEHICLES FD		0	65,105	65,105	63,043.17	.00	2,061.83	96.8%
370005 542200 420 VEHICLES		0	180,000	180,000	.00	.00	180,000.00	0.0%
370005 542200 610 VEHICLES		0	97,624	97,624	44,624.00	46,520.00	6,480.00	93.4%
370005 542400 153 COMPUTERS & CO		0	222,023	222,023	3,080.52	4,277.46	214,664.65	3.3%
370005 542500 132 OTHER EQUIPMEN		0	6,070	6,070	6,069.91	.00	0.00	100.0%
370005 542500 153 OTHER EQUIPMEN		0	62,000	62,000	.00	.00	62,000.00	0.0%
370005 542500 154 OTHER EQUIPMEN		0	69,409	69,409	69,408.77	.00	0.00	100.0%
370005 542500 320 OTHER EQUIPMEN		0	98,000	98,000	.00	.00	98,000.00	0.0%
370005 542500 350 OTHER EQUIPMEN		0	31,000	31,000	.00	.00	31,000.00	0.0%
<b>TOTAL EXPENDITURES</b>		0	10,704,088	10,704,088	2,530,745.02	1,825,503.50	6,347,839.59	40.7%
<b>TOTAL CAPITAL ACQUISITION FUND</b>		0	3,899,903	3,899,903	-4,298,430.98	1,825,503.50	6,372,830.59	-63.4%
<b>TOTAL REVENUES</b>		0	-6,804,185	-6,804,185	-6,829,176.00	.00	24,991.00	
<b>TOTAL EXPENSES</b>		0	10,704,088	10,704,088	2,530,745.02	1,825,503.50	6,347,839.59	



YEAR-TO-DATE BUDGET REPORT

FOR 2023 08

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	3,899,903	3,899,903	-4,298,430.98	1,825,503.50	6,372,830.59	-63.4%

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

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

DATE	392100 392200 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	322300 TAXI PERMITS	MISCELLANEOUS ACCOUNT 389000 (POLIC):						334000 S.S TASK FORCE OVERTIME ***	342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports				PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REM. **	GRANT NAME				
CUM TOTALS	4512.37	5905.00	3190.00	5300.00	0.00	825.00	30.00	0.00	103.20	0.00	0.00	0.00	1433.02	0.00	0.00	2,150.59
AUGUST																
8/1/2023			640.00													640.00
8/3/2023		30.00														30.00
8/7/2023		30.00							5.00							35.00
8/8/2023		30.00														30.00
8/9/2023		45.00														45.00
8/10/2023		60.00		100.00												160.00
8/11/2023		30.00														30.00
8/14/2023		90.00														90.00
8/15/2023		15.00		400.00			10.00									425.00
8/16/2023		75.00														247,534.83
8/23/2023		30.00														30.00
8/28/2023		45.00	490.00	250.00					59.13							844.13
8/31/2023		15.00														261.30
AUGUST TOTALS	0.00	495.00	1130.00	750.00	0.00	0.00	10.00	0.00	64.13	0.00	0.00	0.00	246.30	0.00	0.00	250,155.26
CUM TOTALS	4512.37	6400.00	4320.00	6050.00	0.00	825.00	40.00	0.00	167.33	0.00	0.00	0.00	1679.32	247,459.83	0.00	271,655.85
													*August \$246.30			
JUSTICE - Federal Forfeiture Funds:			13,449.98													
TREASURY - Federal Forfeiture Funds:			27,828.97													
State Drug Seizure Funds:			182,414.35													
							GOV DEALS SALE OF ASSETS VEHICLE						GOV DEALS SALE OF ASSETS PHONES/OTHER			NONE

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					167,927.96
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	166,280.33
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,050.33
1/31/2023		Interest Credit	388.79		166,439.12
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,231.62
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,149.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,083.02
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,001.02
2/2/2023		Int Adj as of 2/2/23	0.09		166,001.11
2/27/2023		Cadwell Seizure	666.00		166,667.11
2/27/2023		Faulkenberry Seizure	2,075.00		168,742.11
2/27/2023	PO 21230006	Titles for 2009 Gray Infiniti G37 & 2007 White Toyota Camry Hybrid		56.00	168,686.11
2/27/2023	PO 21230007	AT&T Dec 29 - Jan 28 Cell Phones		1,645.22	167,040.89
2/28/2023		Interest Credit	280.28		167,321.17
3/31/2023		Interest Credit	312.64		167,633.81
4/4/2023	PO 21230008	AT&T Jan 29 - Feb 28 Cell Phones		1,606.11	166,027.70
4/4/2023		GovDeals Sold - Ninja Blender & Cookware Set	180.00		166,207.70
4/4/2023		GovDeals Sold - Misc. Men's Clothing & Electric Toothbrushes	108.00		166,315.70
4/4/2023		GovDeals Sold - Kitchen Aid Mixer	259.87		166,575.57
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	75.37		166,650.94
4/4/2023		GovDeals Sold - 2 Ozark Trial Coolers	72.37		166,723.31
4/4/2023		GovDeals Sold - Folding Wagon, Metal Trash Can & Outdoor Speaker	70.12		166,793.43
4/4/2023		GovDeals Sold - Twin Size Air Mattress & Full/Queen Size Comforter Set	56.25		166,849.68
4/4/2023		GovDeals Sold - Air Force 1 Women's Shoes	78.75		166,928.43

**STATE DRUG SEIZURES  
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
4/4/2023				100.07	166,828.36
4/10/2023	PO 21230009	GovDeals Fees for Items Sold			165,222.25
4/28/2023		AT&T Mar 1 - Mar 28 Cell Phones		1,606.11	165,502.11
		Interest Credit	279.86		168,342.73
5/2/2023		GovDeals Sold - 2007 Toyota Camry Hybrid	2,840.62		175,767.74
5/3/2023		GovDeals Sold - 2009 Infiniti G37S	7,425.01		176,363.74
5/8/2023		Nunez Seizure	596.00		174,759.17
5/19/2023	PO 21230010	AT&T Mar 29 - Apr 28 Cell Phones		1,604.57	173,191.14
5/19/2023	PO 21230011	WCOS - Daniel Seizure Share		1,568.03	172,833.58
5/19/2023	PO 21230012	DA's Office - Daniel Seizure Court Costs		357.56	172,751.58
5/19/2023	PO 21230013	Clerk's Office Daniel Seizure Court Costs		82.00	172,009.08
5/19/2023	PO 21230014	DA's Office - Borrego Vehicle Sold Portion		742.50	171,949.48
5/19/2023	PO 21230015	DA's Office - Nunez Seizure Court Costs		59.60	171,867.48
5/19/2023	PO 21230016	Clerk's Office - Nunez Seizure Court Costs		82.00	171,640.28
5/19/2023	PO 21230017	WCOS - Nunez Seizure Share		227.20	170,499.66
5/19/2023		GovDeals Fees for Items Sold		1,140.62	170,843.23
5/31/2023		Interest Credit	343.57		169,238.66
6/14/2023	PO 21230018	AT&T Apr 29 - May 28 Cell Phones		1,604.57	188,140.56
6/27/2023		Landaverde Seizure	18,901.90		183,545.56
6/27/2023	PO 21230019	CALEA Annual Continuation Fee		4,595.00	183,856.29
6/30/2023		Interest Credit	310.73		182,251.72
7/13/2023	PO 21230020	AT&T May 29 - Jun 28 Cell Phones		1,604.57	182,593.42
7/31/2023		Interest Credit	341.70		180,989.17
8/22/2023	PO 21230021	AT&T Jun 29 - Jul 28 Cell Phones		1,604.25	180,814.17
8/22/2023	PO 21230022	Union Point Towing - Towed 2005 H2 Hummer		175.00	181,154.35
8/31/2023		Interest Credit	340.18		182,414.35
8/31/2023		GT Distributors Trade-In for Guns (Seizured)	1,260.00		





To: Public Safety Commission  
From: Chief Cliff Cason  
Date: September 20, 2023  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>2.7</b>		<b><u>Crime Prevention / Community Involvement</u></b>
	1	Updated Revision and Re-evaluation dates
	2	Section II – Rewording, Remove Item
	3-4	Section IV – Rewording
<b>2.26</b>		<b><u>Field Training Officer and Mentoring Programs</u></b>
	1	Updated Revision and Re-evaluation dates
	1	Section III – Removed language
	2	Section IV – Removed language
	3	Section IV – Rewording
	6-7	Section V – Rewording, Remove Language
	9	Section VIII - Rewording
<b>3.10</b>		<b><u>Off-Duty / Extra-Duty Employment</u></b>
	1	Updated Revision and Re-evaluation dates
<b>4.1</b>		<b><u>Patrol Organization and Administration</u></b>
	1	Updated Revision and Re-evaluation dates
	1-3	Section II – Removed Items, Removed language
<b>4.2</b>		<b><u>Use of Police Vehicles</u></b>
	1	Updated Revision and Re-evaluation dates

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>October 25, 2005</b>	<i>Number</i> <b>GO05-2.26</b>
<i>Subject</i> <b>Field Training Officer and Mentoring Programs</b>		
<i>Reference</i> <b>CALEA Standards – 33.2.4, 33.4.3, 34.1.6</b>		<i>Revised</i> <del>August 24, 2021</del> <b>September 26, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>August 2023</del> <b>September 2025</b>	<i>No. Pages</i> <b>12</b>

I. **Policy**

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

II. **Purpose**

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

III. **Definitions**

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

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

#### IV. **Program Phases**

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

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2. ~~The first three (3) days worked during this phase are referred to as a A~~ “limbo” period ~~may be utilized at the beginning of Phase A with due to~~ the Trainee not being evaluated during that time.
3. A list of Phase A activities, applicable to the skills that should be learned during this period, shall be completed by the FTO / Trainee unit.
4. Remedial training may be built into this phase, if required.

D. Phase B

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

E. Phase C

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

F. Evaluation Phase

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

G. Remedial Training

1. If it is determined that the Trainee is experiencing difficulties in a particular phase, and it would not be advantageous for him / her to continue the phase or advance to the next phase of the program, the FTO Program Manager may make assignments for the Trainee to complete remedial training within the current phase or to repeat previous phases.
2. Additional skills, activities, or training may be assigned in order to address the identified deficiencies.

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3. A Trainee that has been afforded the opportunity to complete remedial training but has failed to positively respond to the training may be recommended for termination from the FTO Program by the FTO Program Manager.

H. **Abbreviated FTO Program**

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

I. **Solo Police Officer Status**

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

V. **Duties and Responsibilities**

A. **Trainee**

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

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

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

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

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C. FTO Program Coordinator (Coordinator)

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

D. FTO Program Manager (Manager)

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

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period of time. An assignment to a non-FTO Officer shall not exceed one (1) week.

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

VI. **FTO Program Software**

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

VII. **Forms and Reports**

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

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duty. This form is also the instrument used by the Trainee for daily journaling on the activities performed and skills learned during the shift.

2. Once complete, the Daily Self-Evaluation form is submitted through the software to the Manager for review and approval.

C. Supervisor's Weekly Evaluation

1. This report is completed by a Supervisor on the shift that the FTO / Trainee unit is assigned and is used for evaluating the performance of both the FTO and the Trainee on a weekly basis.
2. Once complete, the report is submitted through the software to the Manager for review and approval.

D. End of Phase

1. This report is completed by the Coordinator at the end of a phase and explains why the Trainee should proceed to the next phase of the FTO Program, receive additional remedial training in the current phase, or return to a previous phase.
2. Once complete, the report is submitted through the software to the Manager for review and approval.
3. If the Coordinator is unavailable, the Manager shall complete this report and have it reviewed by the Patrol Division Operations Supervisor.

E. End of Program

1. This report is completed by the Coordinator at the end of the Evaluation Phase and details why the Trainee should proceed to Solo Police Officer Status, return to a previous phase for remedial training, or be terminated from the FTO Program.
2. Once complete, the report is submitted through the software to the Patrol Division Commander for review and approval.
3. If the Coordinator is unavailable, the Manager shall complete this report and have it reviewed by the Patrol Division Operations Supervisor.

F. Trainer Critique

1. This form is completed by the Trainee following each phase of training and is an opportunity for the Trainee to rate how well the FTO taught the various skills, administered the phase's activities, and assisted the Trainee with his / her performance issues.
2. Once complete, the form is submitted through the software to the Manager for review.

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G. Program Critique

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

H. Complete FTO Program Records

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

VIII. **FTO Selection Process**

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

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

B. Once selected, each FTO shall:

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

IX. **Supervisor Mentoring Program**

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

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

**X. Investigator Mentoring Program**

- A. The primary objective of the Investigator Mentoring Program is to provide each newly assigned Investigator with proper training and guidance that will assist him / her to make the transition necessary to become a productive Investigator. The four basic goals of the program are to transfer and apply classroom learning to the real problems and situations found in the community; to provide the Investigator an opportunity to become familiar with the working environment; to provide role models for the Investigator; and to provide guidance, monitoring, and evaluation.
- B. Upon assignment to the Criminal Investigations Division (CID), the Investigator shall begin the mentoring program.
1. The CID Division Operations Supervisor shall serve as the Manager for the mentoring program and shall make the necessary assignments for new Investigators.
  2. The program consists of three (3) phases, two (2) weeks each, and a one (1) week evaluation period. The new Investigator shall rotate to a different senior Investigator each phase who shall serve as a mentor and provide guidance on how to perform new job duties.
  3. If it is determined that a new Investigator is experiencing difficulties in a particular phase, and it would not be advantageous for him / her to continue the phase or advance to the next phase of the program, the Manager may make assignments for the new Investigator to complete remedial or additional activities within the current phase or to repeat previous phases.
  4. A new Investigator that is unable to satisfactorily perform the requirements of the mentoring program and does not respond in a positive manner to remedial training may be returned to his / her prior job assignment.
  5. The same software used for the FTO Program is used for the Investigator Mentoring Program. The mentor shall be responsible for completing all required documentation and training activities outlined in the software.
    - a. A DOR shall be completed by the mentoring Investigator for each of the new Investigator's tours of duty while assigned to the program. The DOR for this program is designed in the same manner as those in the FTO Program and is forwarded through the software to the Manager for review and approval.

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

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-2.7</b>
<i>Subject</i> <b>Crime Prevention / Community Involvement</b>		
<i>Reference</i> <b>CALEA Standards – 1.1.3, 44.2.5, 45.1.1, 45.2.1, 45.2.2</b>		<i>Revised</i> <b>August 24, 2024</b> <b>September 26, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>August 2023 September 2025</b>	<i>No. Pages</i> <b>5</b>

I. **Policy**

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

II. **Crime Prevention**

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

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- E. The ~~Community Relations~~ **Special Operations** Unit assists in organizing community groups with an interest in crime prevention, to include:
1. Establishing liaison with existing community organizations, such as homeowners' associations, or establishing community groups where they are needed.
  2. Assisting in the development of community involvement policies for the Department.
  3. Publicizing Department objectives, community problems, and successes, especially through social media.
  4. Communicating crime trends and problems between citizens, businesses, and the Department.
  5. Supporting Department practices bearing on police / community interaction.
- F. The Department's crime prevention function includes the following programs:
1. Crime tip line
  2. Online criminal activity submission form
  3. Extra patrol program
  4. Drug awareness, gang awareness, and how not to be a victim presentations
  5. Fatal Vision program
  6. Citizens' academies

III. **Criminal Justice Diversion Programs**

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

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- C. As representatives for these diversion programs, members may be involved in the following activities:
  - 1. Reviewing case files to determine if candidates meet predetermined eligibility requirements.
  - 2. Reviewing participants' progress in the program to ensure compliance with program rules.
  - 3. Conducting home visits to ensure compliance with program rules.

IV. **Community Involvement**

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

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- b. Identifies potential problems that have bearing on law enforcement activities within the community
  - c. Develops recommended actions addressing concerns and problems
  - d. Provides for a statement of progress
2. The ~~CRU~~ Special Operations Supervisor shall oversee the community input process and coordinate with other members of the Department to develop strategies to identify and address concerns and problems within the community.
- a. The ~~CRU~~ Special Operations Unit may utilize community meetings covering particular geographical areas or other engagement strategies to better address issues unique to each location.
  - b. The strategies may represent the demographics of the jurisdiction, as well as the business community, faith-based organizations, mental health, social services, and education.
3. When any member of the Department becomes aware of a current concern voiced by a member of the community or potential problems that may have a bearing on law enforcement activities within the community, he / she shall forward the information to ~~a member of the Community Relations Unit~~ the Special Operations Supervisor.
4. The ~~Community Relations Unit~~ Special Operations Supervisor shall provide a written summary of the community input process each quarter to the Chief of Police.
- E. Citizens Survey
- 1. Surveys of members of the community are utilized as a platform for organizational learning, for asking specific questions about the quality of policing in the community, and to measure how policing in the community affects public trust.
  - 2. A documented survey of citizen attitudes and opinions is conducted at least once every two (2) years with respect to:
    - a. Overall Department performance
    - b. Overall competency of Department employees
    - c. Citizens' perception of Officers' attitudes and behavior
    - d. Community concern over safety and security within the Department's service area

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- e. Citizens' recommendations and suggestions for improvement
  3. The survey may be conducted by mail, in person, electronically, or by telephone and may be combined with questions relating to victimization and other issues. The survey may be carried out directly by Department personnel or by other groups or organizations under the guidance of the Department.
  4. Results of the survey shall be compiled, and a written summary shall be provided to the Chief of Police.
- F. Community Involvement Programs
1. The Department hosts, participates in, and / or volunteers for a number of programs, events, and organizations as part of its community involvement function. Some of those programs and organizations include:
    - a. Citizens' academies
    - b. Special Olympics of Georgia
    - c. Shop with a Hero
    - d. Boys and Girls Club of Northwest Georgia
    - e. National Night Out
    - f. Latin American Association
    - g. Child safety seat program
  2. The Department develops, organizes, and / or participates in community youth programs that are in addition to youth education programs related to law, safety, drugs, gangs, etc. Some of those programs include:
    - a. Public Safety Cadet Program
    - b. Job shadows
    - c. Level Up Program
    - d. Law Cadet Academy

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO94-3.10</b>
<i>Subject</i> <b>Off-Duty / Extra-Duty Employment</b>		
<i>Reference</i> <b>CALEA Standards – 4.3.1, 22.2.4, 22.2.5</b>		<i>Revised</i> <del>September 28, 2021</del> <b>September 26, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>September 2023</del> <b>September 2025</b>	<i>No. Pages</i> <b>9</b>

## I. Policy

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

## II. Purpose

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

## III. Definitions

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

## IV. Procedures, Rules, and Regulations

### A. Applications

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

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

B. Accountability to Department

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

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

8. Any employee engaged in extra-duty employment, where the employee will be wearing the Dalton Police Department uniform, using equipment issued by the Department, or employing powers of arrest as a Peace Officer of the State of Georgia, shall only use Department-authorized firearms, ammunition, and less-lethal weapons.
9. No extra-duty employment shall be allowed until the sworn employee reaches solo status from the Field Training Officer (FTO) Program.
10. Suitable Extra-duty Employment
  - a. The Department will generally approve extra-duty employment for the safety of patrons at establishments such as:
    - (1) Movie theaters
    - (2) Skating rinks
    - (3) Retail shopping areas
  - b. Extra-duty employment will also generally be approved for traffic control for road construction, house moving, or community and church events.
  - c. The Department may approve extra-duty employment for outside special events that are approved by the Downtown Dalton Development Authority and that are held in the Downtown District.

11. Unsuitable Extra-duty Employment

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

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

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

12. Unsuitable Off-duty Employment

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

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

13. Employees on Leave of Absence

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

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Director of Human Resources / City Administrator.

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

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

D. Insurance Coverage

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

E. Off-Duty / Extra-Duty Administrator

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

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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

Employee's Name \_\_\_\_\_

Present Assignment \_\_\_\_\_

Prospective Off-Duty/Extra-Duty Employer \_\_\_\_\_

Address \_\_\_\_\_

Type of Business \_\_\_\_\_

Prospective Immediate Supervisor \_\_\_\_\_

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

Employment Duties:

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

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

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

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

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

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

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

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

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

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

ADM ODE 940901 R1809

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**OFF-DUTY/EXTRA-DUTY EMPLOYMENT APPROVAL APPLICATION**

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

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

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

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

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

\_\_\_\_\_  
Employee Signature/Date

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

Date Requested: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Division Commander Signature: \_\_\_\_\_

Approved: \_\_\_\_\_  
Chief of Police

Denied: \_\_\_\_\_  
Chief of Police

Date: \_\_\_\_\_

Date: \_\_\_\_\_

ADM ODE 940901 R1809

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

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

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

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

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date

ADM ODE 940901 R2109

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

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

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

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

\_\_\_\_\_  
Employer

\_\_\_\_\_  
Date

ADM ODE NEW 940901 R2109

# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>August 1, 1998</b>	<i>Number</i> <b>GO92-4.1</b>
<i>Subject</i> <b>Patrol Organization and Administration</b>		
<i>Reference</i> <b>CALEA Standards – 41.1.1, 41.1.2</b>		<i>Revised</i> <del>September 28, 2021</del> <b>September 26, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>September 2023</del> <b>September 2025</b>	<i>No. Pages</i> <b>4</b>

## I. Policy

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

## II. Patrol Organization and Responsibilities

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

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

**RESTRICTED LAW ENFORCEMENT DATA**

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

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

### III. **Patrol Function**

The following are ongoing functions of the Patrol Division:

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

### IV. **Communication**

- A. All Supervisory personnel within the Patrol function shall interact with Supervisors in this and other divisions and sections on a daily basis to gather information that may be beneficial to beat Officers. All data gathered from this process shall be relayed to beat Officers immediately, if time allows, or at the next roll call.
- B. All Supervisory personnel should interact with Supervisors of other agencies on a daily basis to gain knowledge and understanding of the agencies' functions and

**RESTRICTED LAW ENFORCEMENT DATA**

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objectives and to coordinate the relay of information through roll call. This procedure does not apply to law enforcement agencies only. Any referral organization or other agency providing services that may be utilized by this Department is included.

V. **Assignments**

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

VI. **Shift Briefings**

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

*This policy supersedes any policies previously issued.*

**BY ORDER OF**

\_\_\_\_\_  
**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>December 1, 1998</b>	<i>Number</i> <b>GO88-4.2</b>
<i>Subject</i> <b>Use of Police Vehicles</b>		
<i>Reference</i> <b>CALEA Standards – 41.1.3, 41.3.2, 41.3.3</b>		<i>Revised</i> <del>September 28, 2021</del> <b>September 26, 2023</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>September 2023</del> <b>September 2025</b>	<i>No. Pages</i> <b>4</b>

I. **Policy**

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

II. **Safety**

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

taken out of service.

III. **Patrol Vehicles**

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

**RESTRICTED LAW ENFORCEMENT DATA**

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5. Emergency Response Guide Book
- D. It shall be the responsibility of each Officer to ensure that items are replaced / replenished as needed. This shall be confirmed during the scheduled inspection of the vehicle.

#### IV. **Criminal Investigations Vehicles**

##### A. Investigative Vehicles

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

##### B. Crime Scene Truck

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

#### V. **Specialized Vehicles**

##### All-Terrain Vehicles / Utility Terrain Vehicles and Golf Carts

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

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the ATVs / UTVs and golf carts are in proper working order at all times.

4. The ATV / UTV shall be equipped with appropriate identification markings and emergency lights.

VI. **Use of Emergency Warning Equipment**

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

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

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 08/01/23 - 08/31/23 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	3	0.84%	0	11.33	0	0.67	3.67	0.00	0.67	23.47	45.049999	4.39
113	Cooking fire, confined to container	2	0.56%	0	19	0	1	5.5	0.00	1	9.00	9.866664	3.52
142	Brush or brush-and-grass mixture fire	1	0.28%	0	3	0	0	1	0.00	0	2.70	2.700000	2.53
151	Outside rubbish, trash or waste fire	5	1.40%	0	10	0	0.8	3	0.00	0.6	4.90	18.016664	4.99
311	Medical assist, assist EMS crew	200	56.02%	0	0	3.22	0.03	0	1.02	0.02	0.96	189.316656	4.79
322	Motor vehicle accident with injuries	10	2.80%	0	0.3	6	0.1	0.1	2.00	0.1	3.32	24.849997	3.54
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.28%	0	0	4	1	0	1.00	1	0.83	.833332	2.92
324	Motor vehicle accident with no injuries.	5	1.40%	0	3	3.6	0.2	1	1.20	0.2	1.77	5.600000	4.09
411	Gasoline or other flammable liquid spill	2	0.56%	0	4.5	0	0	1.5	0.00	0	1.50	3.300000	3.99
412	Gas leak (natural gas or LPG)	2	0.56%	0	13.5	0	1	4	0.00	1	14.02	14.933331	4.56
422	Chemical spill or leak	1	0.28%	0	15	0	1	5	0.00	1	34.67	30.783333	7.67
440	Electrical wiring/equipment problem, other	3	0.84%	0	16	0	1	5	0.00	1	7.08	18.466665	4.09
444	Power line down	12	3.36%	0	3	0	0.08	1	0.00	0.08	2.23	25.400000	5.30

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)
445	Arcing, shorted electrical equipment	3	0.84%	0	3	0	0	1	0.00	0	1.80	5.400000	3.86
500	Service Call, other	1	0.28%	0	3	0	0	1	0.00	0	0.50	.500000	4.20
522	Water or steam leak	2	0.56%	0	8	0	1	2.5	0.00	0.5	3.38	6.600000	4.69
531	Smoke or odor removal	1	0.28%	0	16	0	1	5	0.00	1	5.10	3.833333	4.72
553	Public service	3	0.84%	0	2.67	0	0.33	1	0.00	0.33	0.98	2.700000	6.10
561	Unauthorized burning	1	0.28%	0	3	0	0	1	0.00	0	0.20	.200000	0.00
611	Dispatched & canceled en route	37	10.36%	0	2.86	2.59	0.32	0.92	0.84	0.27	0.29	10.783326	0.00
622	No incident found on arrival at dispatch address	7	1.96%	0	2.43	1.71	0.14	0.71	0.57	0.14	0.85	6.583332	5.27
651	Smoke scare, odor of smoke	1	0.28%	0	4	0	0	1	0.00	0	1.27	1.266666	3.95
652	Steam, vapor, fog or dust thought to be smoke	1	0.28%	0	9	0	0	3	0.00	0	4.05	1.950000	6.57
700	False alarm or false call, other	1	0.28%	0	12	0	1	4	0.00	1	1.08	1.033333	3.17
721	Bomb scare - no bomb	1	0.28%	0	3	0	1	1	0.00	1	6.60	6.433333	10.48
733	Smoke detector activation due to malfunction	6	1.68%	0	10.67	0	1.33	3.5	0.00	1	5.23	15.816666	3.33
735	Alarm system sounded due to malfunction	11	3.08%	0	11.27	0	1.09	3.73	0.00	1	4.36	39.633329	3.77
741	Sprinkler activation, no fire - unintentional	2	0.56%	0	13	0	1	4	0.00	1	6.07	6.749999	4.70
743	Smoke detector activation, no fire - unintentional	9	2.52%	0	13.33	0	1.11	4.22	0.00	1	3.08	19.399996	4.95
744	Detector activation, no fire - unintentional	1	0.28%	0	18	0	1	5	0.00	1	10.77	5.016665	7.00
745	Alarm system activation, no fire - unintentional	16	4.48%	0	12.06	0	1.13	4	0.00	1	3.24	33.299994	4.89
746	Carbon monoxide detector activation, no CO	1	0.28%	0	9	0	1	3	0.00	1	2.00	1.433333	1.68

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)
813	Wind storm, tornado/hurricane assessment	4	1.12%	0	3.75	0	0.25	1.25	0.00	0.25	1.03	3.500000	5.30
814	Lightning strike (no fire)	1	0.28%	0	15	0	1	5	0.00	1	2.67	1.366666	0.65
<b>Totals</b>		<b>357</b>	<b>100%</b>	<b>0</b>	<b>2.99</b>	<b>2.34</b>	<b>0.27</b>	<b>0.96</b>	<b>0.75</b>	<b>0.24</b>	<b>1.98</b>	<b>562.62</b>	<b>4.20</b>
Mutual Aid Given Incidents		<b>13</b>											





# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Response Summary by Station

Report Period: 8/1/2023 - 8/31/2023 11:59:59 PM

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	145	4.14	64.83	31.03	4.83
Station 2	74	5.41	56.76	37.84	2.47
Station 3	75	1.33	58.67	40	2.5
Station 4	36	0	58.33	41.67	1.2
Station 5	40	2.5	52.5	45	1.33

**Total 370**

9/7/2023 11:22:07 AM



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 08/01/23 - 08/31/23 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	200	0
611 Dispatched & canceled en route	39	0
745 Alarm system activation, no fire - unintentional	17	0
735 Alarm system sounded due to malfunction	12	0
322 Motor vehicle accident with injuries	12	0
444 Power line down	12	0
324 Motor vehicle accident with no injuries.	9	0
743 Smoke detector activation, no fire - unintentional	9	0
622 No incident found on arrival at dispatch address	7	0
733 Smoke detector activation due to malfunction	6	0
151 Outside rubbish, trash or waste fire	6	0
813 Wind storm, tornado/hurricane assessment	4	0
440 Electrical wiring/equipment problem, other	3	0
445 Arcing, shorted electrical equipment	3	0
553 Public service	3	0
412 Gas leak (natural gas or LPG)	3	0
111 Building fire	3	0
113 Cooking fire, confined to container	2	0
411 Gasoline or other flammable liquid spill	2	0
522 Water or steam leak	2	0
651 Smoke scare, odor of smoke	2	0
741 Sprinkler activation, no fire - unintentional	2	0
744 Detector activation, no fire - unintentional	1	0
652 Steam, vapor, fog or dust thought to be smoke	1	0

09/07/23 11:21:02

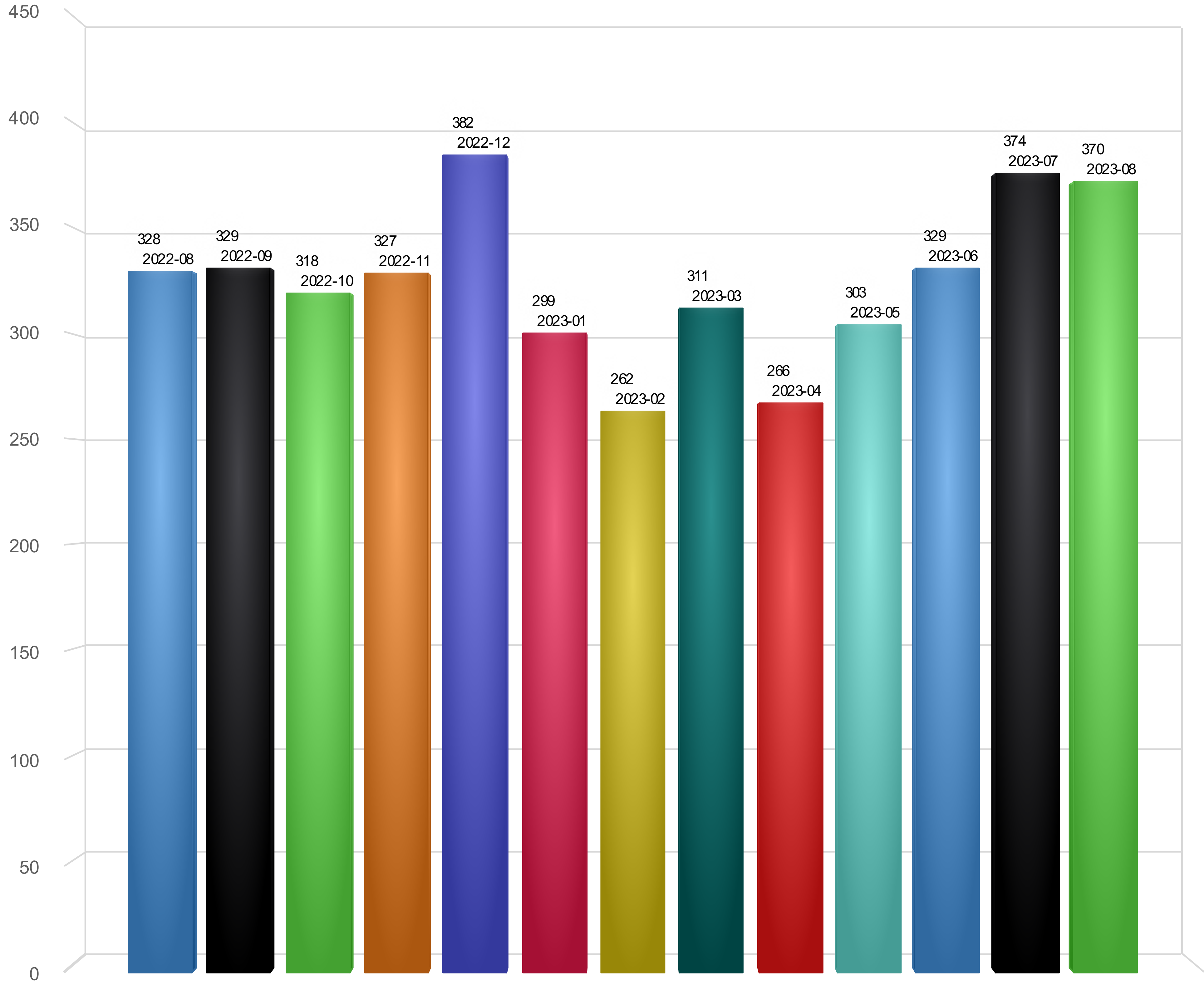
Incident Type	Incidents	Exposures
700 False alarm or false call, other	1	0
721 Bomb scare - no bomb	1	0
814 Lightning strike (no fire)	1	0
746 Carbon monoxide detector activation, no CO	1	0
531 Smoke or odor removal	1	0
561 Unauthorized burning	1	0
500 Service Call, other	1	0
422 Chemical spill or leak	1	0
142 Brush or brush-and-grass mixture fire	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0

	Incidents	Exposures
<b>Total</b>	<b>370</b>	<b>0</b>

# Incidents by Months

08/01/2022-08/31/2023

- 2022-08
- 2022-09
- 2022-10
- 2022-11
- 2022-12
- 2023-01
- 2023-02
- 2023-03
- 2023-04
- 2023-05
- 2023-06
- 2023-07
- 2023-08



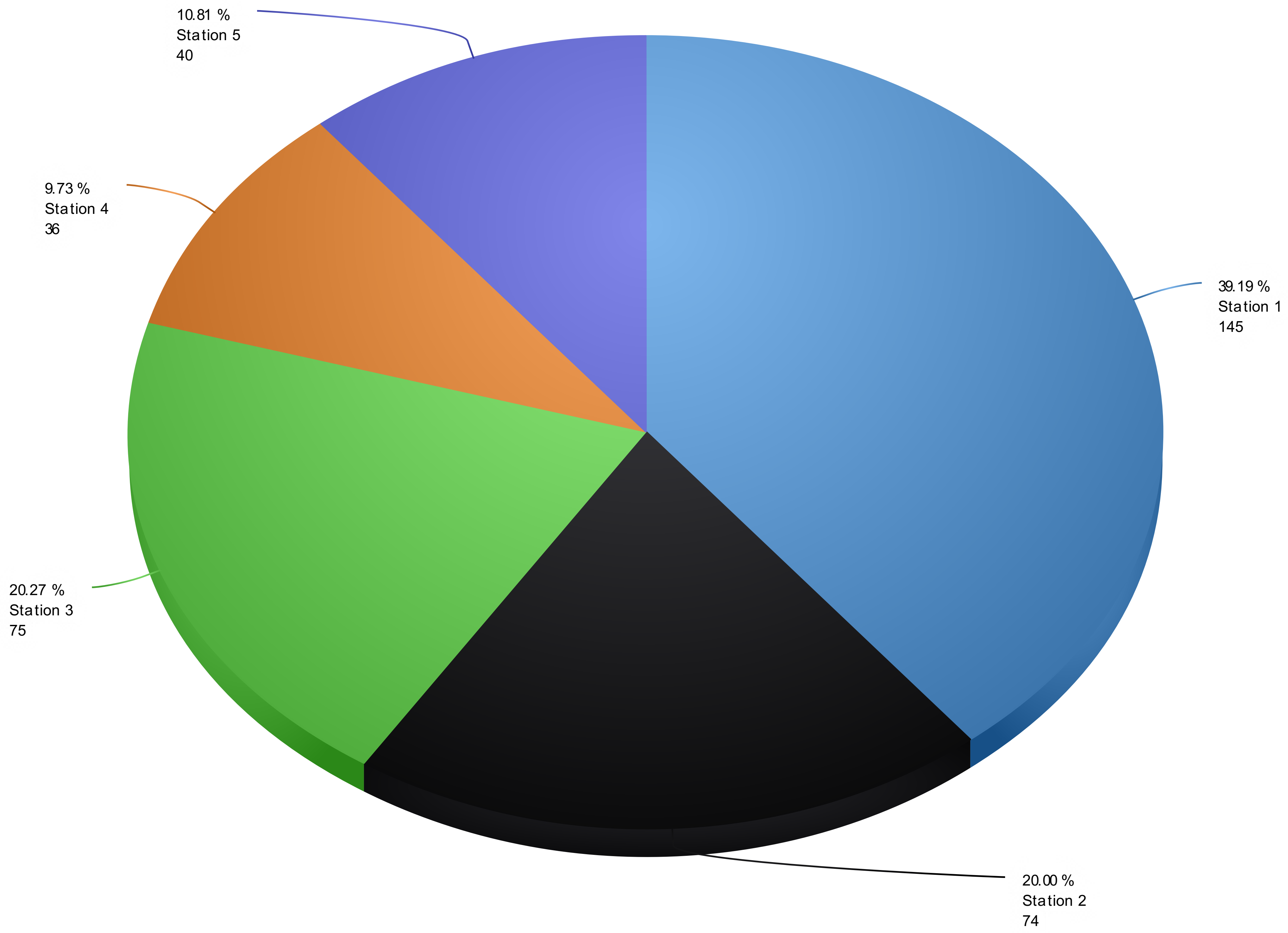
Incident Count

Total of Month: 4,198

# Incidents by Stations

08/01/2023-08/31/2023

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

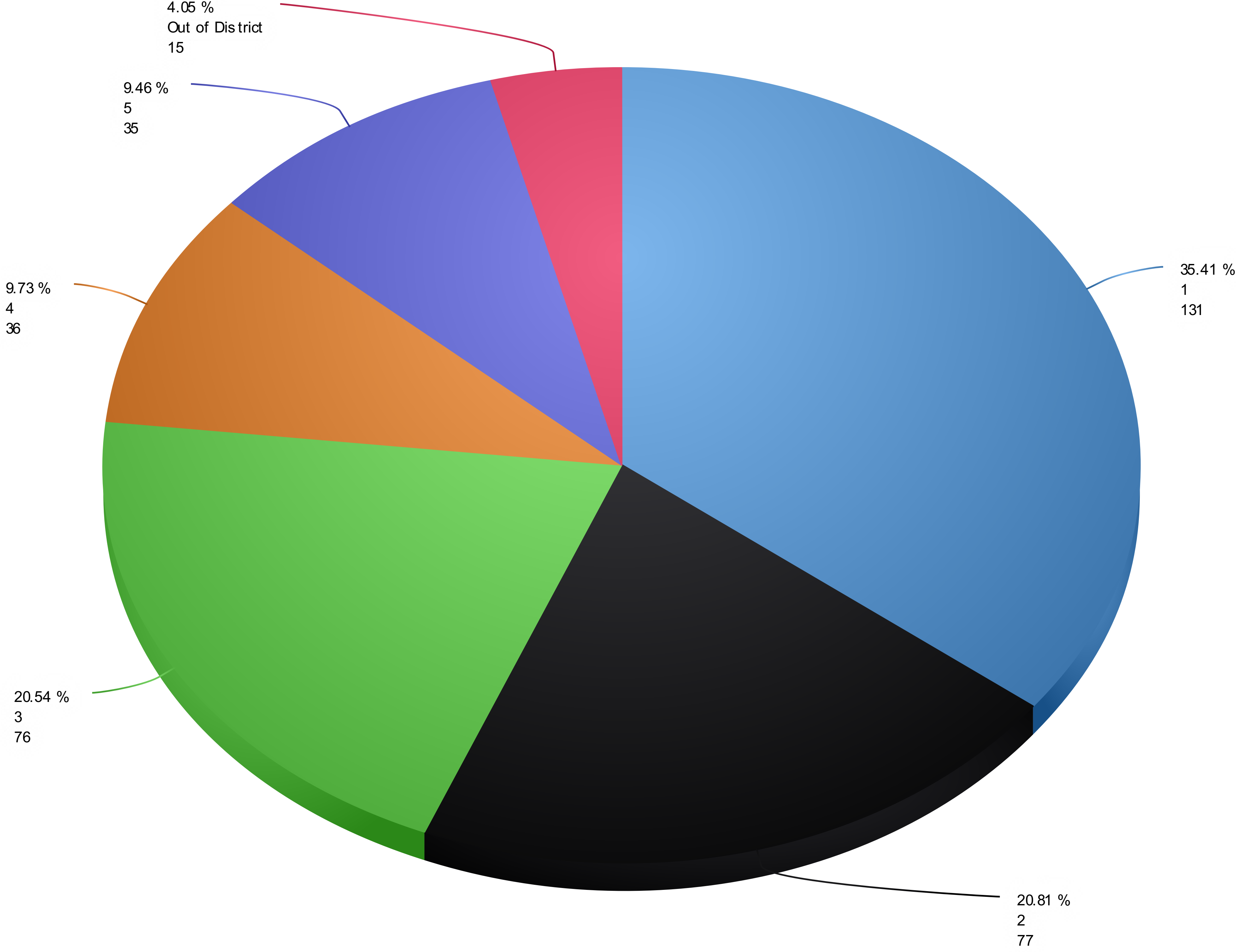


Total of Station: 370

# Incidents by District

08/01/2023-08/31/2023

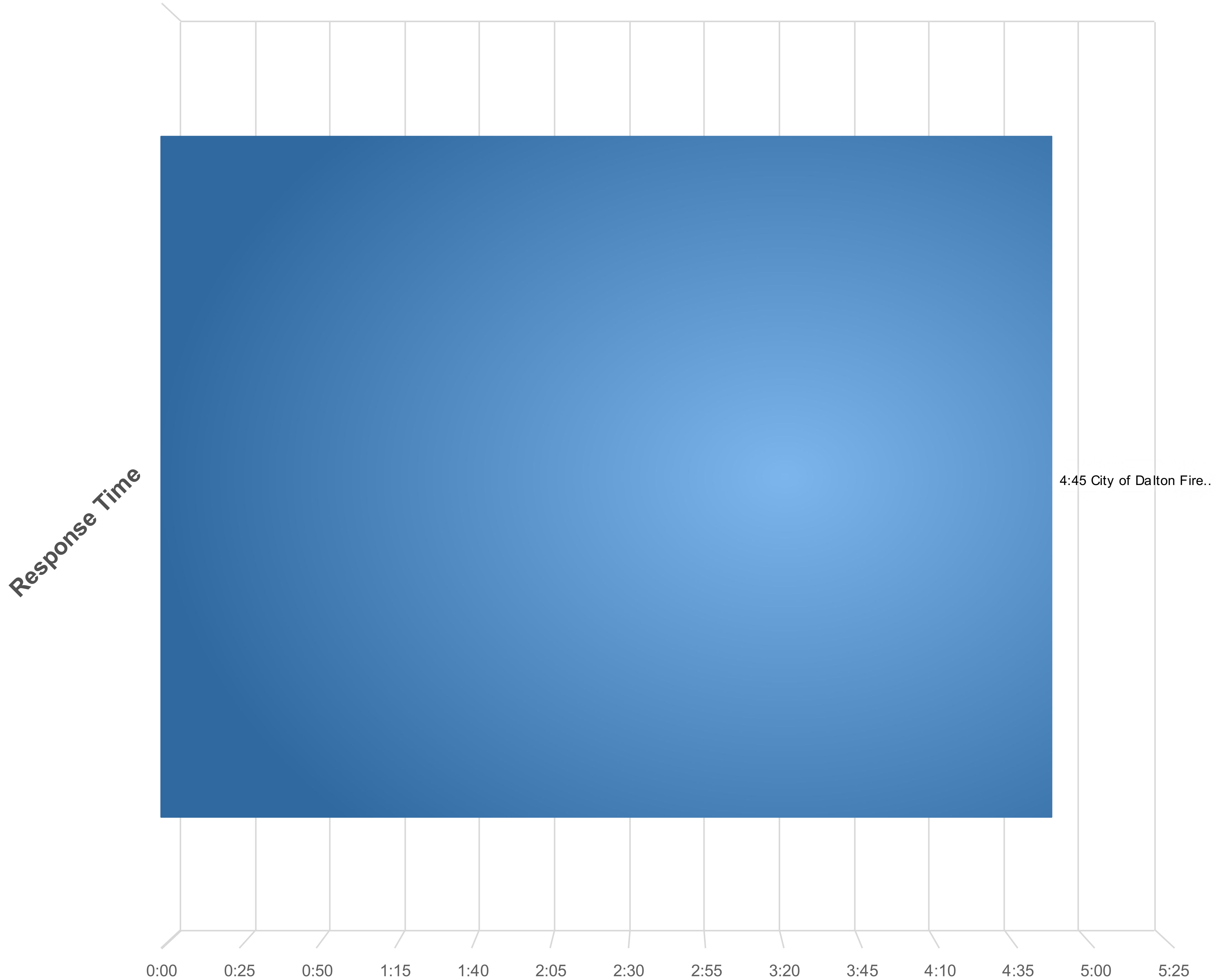
- 1
- 2
- 3
- 4
- 5
- Out of District



Total of District: 370

# Department Average Response Time (Alarm-> First Unit Arrival)

08/01/2023-08/31/2023

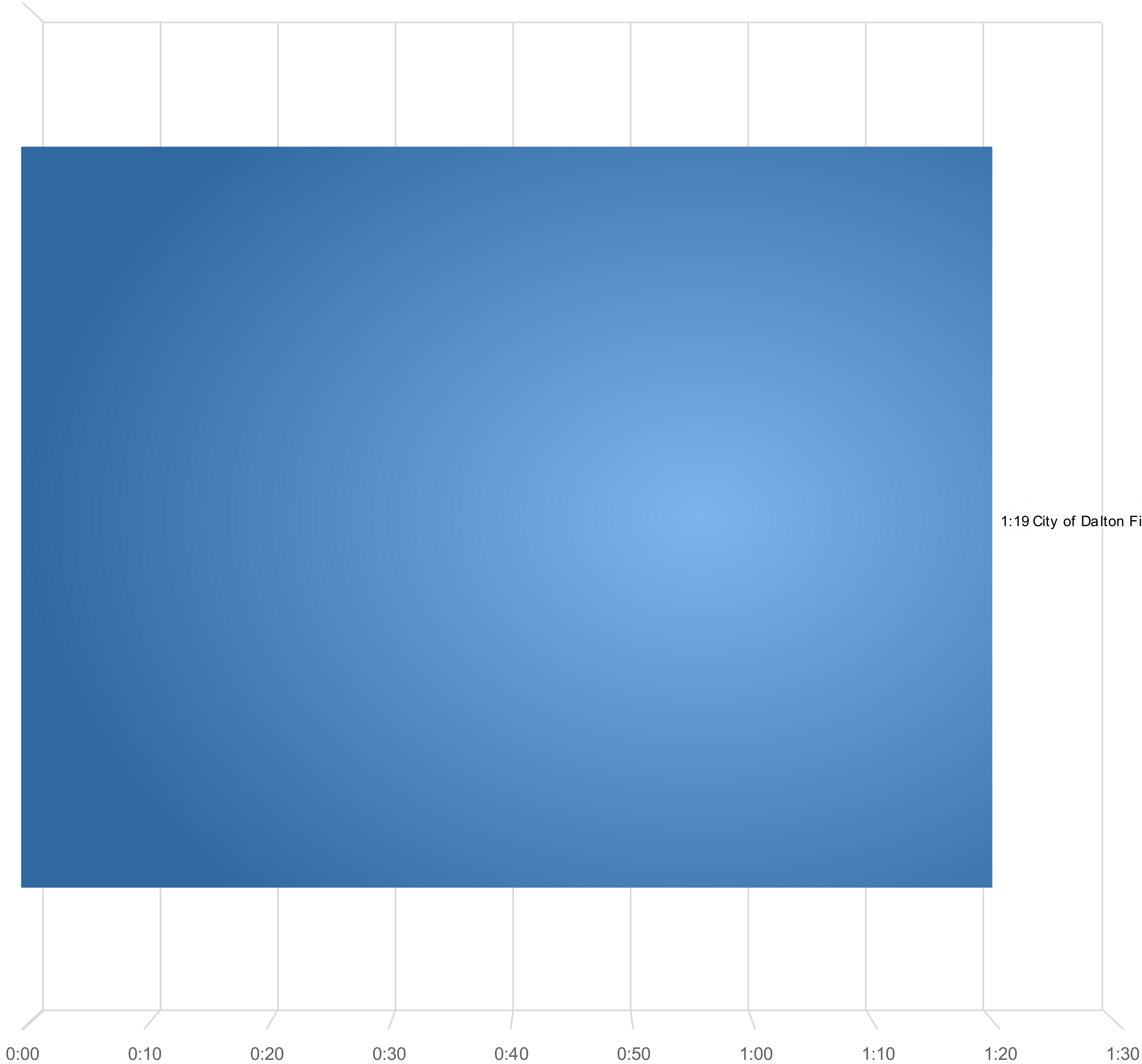




# Department Average Turnout Time (Alarm-> First En Route)

08/01/2023-08/31/2023

Turnout Time

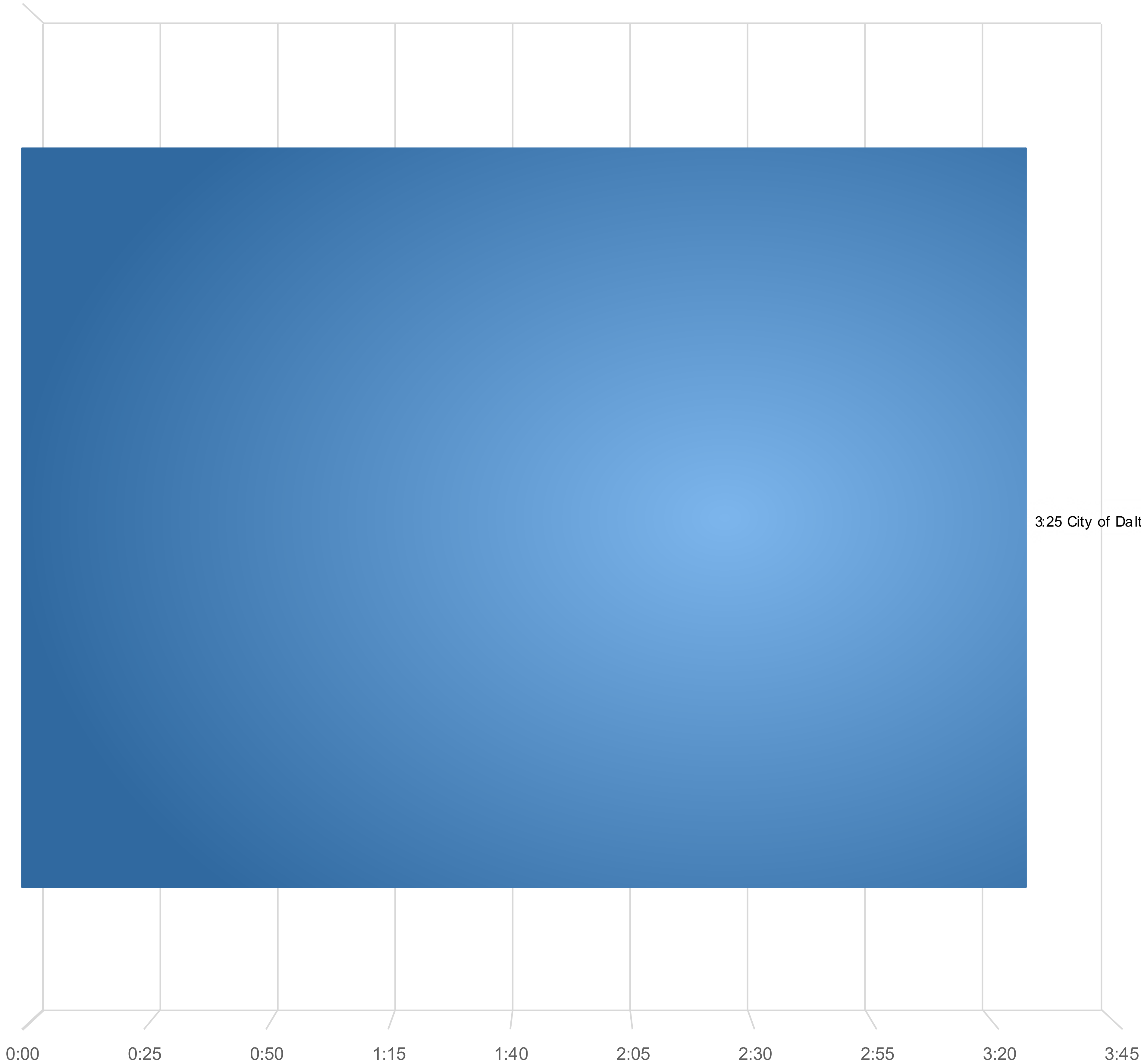




# Department Average Travel Time (First En Route -> First Unit Arrival)

08/01/2023-08/31/2023

Travel Time

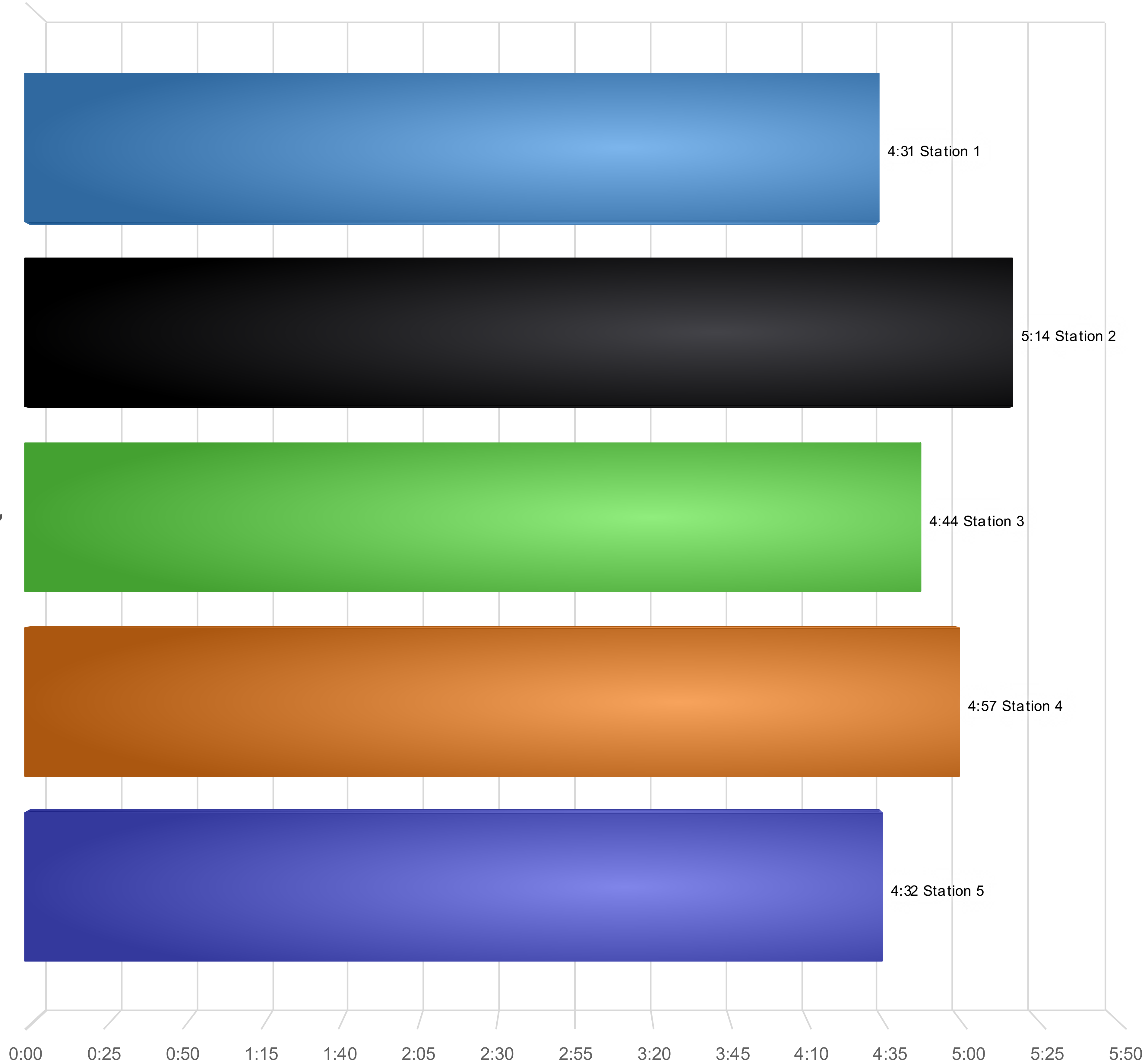


# Average Response Time by Station

08/01/2023-08/31/2023

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

Response Time



Total of Station: 4:45



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

Report Period: 08/01/23 - 08/31/23 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	189.32
111 Building fire	45.05
735 Alarm system sounded due to malfunction	40.62
745 Alarm system activation, no fire - unintentional	35.24
422 Chemical spill or leak	30.78
322 Motor vehicle accident with injuries	28.62
444 Power line down	25.40
743 Smoke detector activation, no fire - unintentional	19.42
151 Outside rubbish, trash or waste fire	19.32
440 Electrical wiring/equipment problem, other	18.47
412 Gas leak (natural gas or LPG)	15.86
733 Smoke detector activation due to malfunction	15.81
324 Motor vehicle accident with no injuries.	13.00
611 Dispatched & canceled en route	11.51
113 Cooking fire, confined to container	9.87
741 Sprinkler activation, no fire - unintentional	6.75
522 Water or steam leak	6.60
622 No incident found on arrival at dispatch address	6.59
721 Bomb scare - no bomb	6.43
445 Arcing, shorted electrical equipment	5.40
744 Detector activation, no fire - unintentional	5.02
531 Smoke or odor removal	3.83
813 Wind storm, tornado/hurricane assessment	3.50
411 Gasoline or other flammable liquid spill	3.30

<b>Incident Type</b>	<b>Hours</b>
142 Brush or brush-and-grass mixture fire	2.70
553 Public service	2.70
651 Smoke scare, odor of smoke	2.27
652 Steam, vapor, fog or dust thought to be smoke	1.95
746 Carbon monoxide detector activation, no CO	1.43
814 Lightning strike (no fire)	1.37
700 False alarm or false call, other	1.03
323 Motor vehicle/pedestrian accident (MV Ped)	0.83
500 Service Call, other	0.50
561 Unauthorized burning	0.20

<b>Total</b>	<b>580.69</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Loss

(Dates: 08/01/23 - 08/31/23 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS %	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	3	0.84%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	7,000	100.00 %	15,500	96.88%	22,500	97.83%
113	Cooking fire, confined to container	2	0.56%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	500	3.13%	500	2.17%
142	Brush or brush-and-grass mixture fire	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	5	1.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
311	Medical assist, assist EMS crew	200	56.02%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	10	2.80%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	5	1.40%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
411	Gasoline or other flammable liquid spill	2	0.56%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
412	Gas leak (natural gas or LPG)	2	0.56%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
422	Chemical spill or leak	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
440	Electrical wiring/equipment problem, other	3	0.84%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	12	3.36%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
445	Arcing, shorted electrical equipment	3	0.84%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
522	Water or steam leak	2	0.56%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
531	Smoke or odor removal	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
553	Public service	3	0.84%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
561	Unauthorized burning	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	37	10.36%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	7	1.96%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
651	Smoke scare, odor of smoke	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
652	Steam, vapor, fog or dust thought to be smoke	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
700	False alarm or false call, other	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
721	Bomb scare - no bomb	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	6	1.68%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	11	3.08%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
741	Sprinkler activation, no fire - unintentional	2	0.56%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	9	2.52%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
744	Detector activation, no fire - unintentional	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	16	4.48%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
746	Carbon monoxide detector activation, no CO	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
813	Wind storm, tornado/hurricane assessment	4	1.12%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
814	Lightning strike (no fire)	1	0.28%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Totals</b>		357	100%	0	0	100%	0	100%	0	100%	0	100%	7,000	100%	16,000	100%	23,000	100%
<b>Mutual Aid Given Incidents</b>		13																



# **Training Division Monthly Report**

## **August 2023**

### **Overview**

The department hosted a structural fire control class for a Gilmer County Fire Rescue recruit class with 17 trainees enrolled. Annual pump service testing was completed for all fire apparatus. Monthly training included territory familiarization, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of August totaled 2,854.

### **Outside Schools**

1 of the department's prospective fire investigators attended Fire Investigator – Module 1 at GPSTC

1 firefighter attended Fire Instructor 1 at Calhoun Fire Department and gained state & national certification

2 prospective special operations team members attended Introduction to Technical Rescue at GPSTC

2 of the department's SCBA mechanics attended Scott SCBA Technician – Level 2 at 3M/Scott University in Monroe, NC

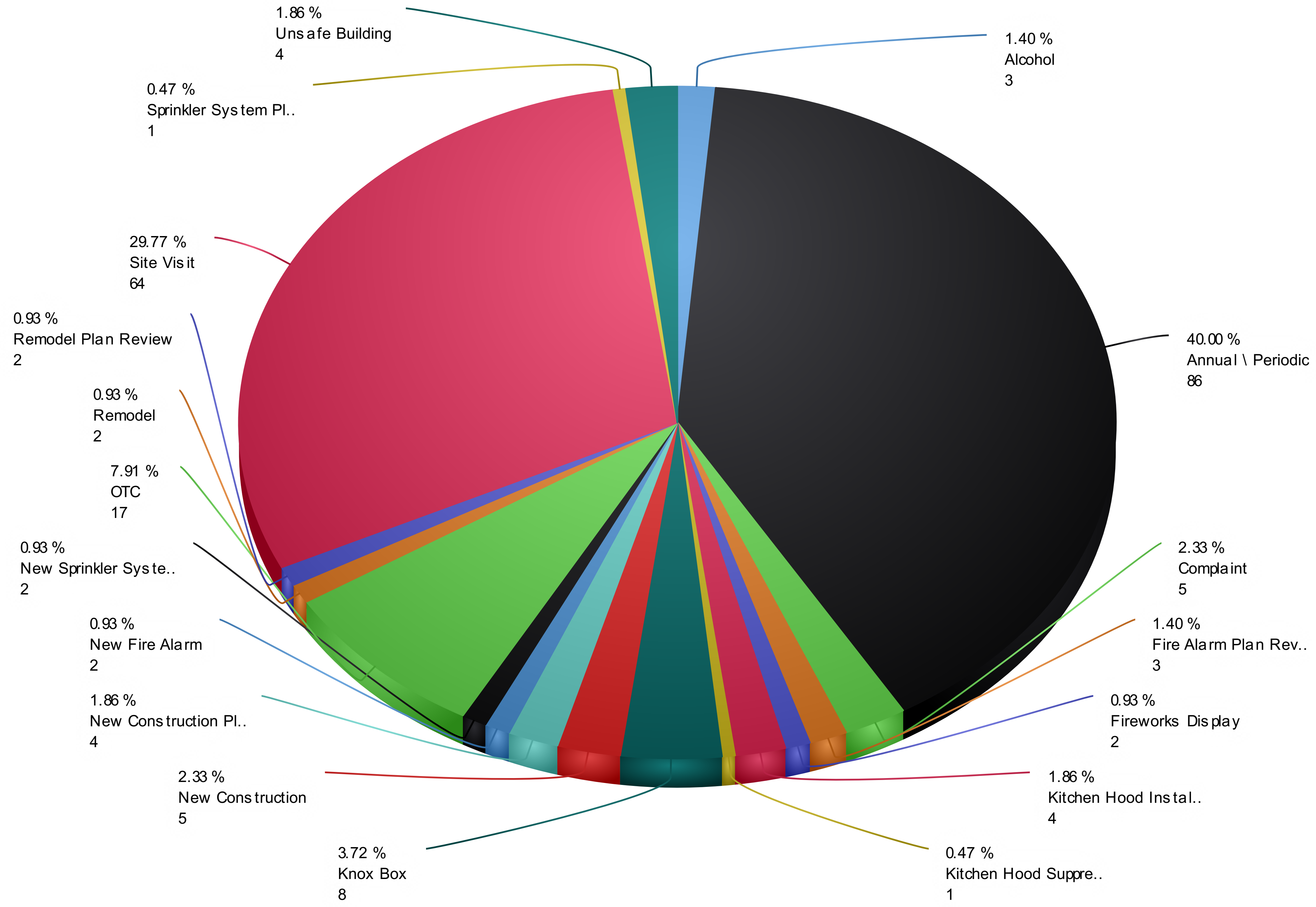
7 swiftwater rescue technicians attended an 8-hour technician level refresher at the US National Whitewater Center in Charlotte, NC

6 swiftwater rescue technicians attended an 8-hour technician level refresher at Six Flags in Austell, GA

# Inspection Visit History by Inspection Type

08/01/2023-08/31/2023

- Alcohol
- Annual \ Periodic
- Complaint
- Fire Alarm Plan Review
- Fireworks Display
- Kitchen Hood Installation
- Kitchen Hood Suppression System Plan Review
- Knox Box
- New Construction
- New Construction Plan Review
- New Fire Alarm
- New Sprinkler System
- OTC
- Remodel
- Remodel Plan Review
- Site Visit
- Sprinkler System Plan Review
- Unsafe Building



Total of Inspection Type: 215

**YEAR-TO-DATE BUDGET REPORT**  
08/31/2023

FOR 2023 08

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
350000	511100	WAGES REG	6,026,000	0	6,026,000	4,007,939.78	.00	2,018,060.22	66.5%
350000	511300	WAGES - OT	519,000	0	519,000	284,523.40	.00	234,476.60	54.8%
350000	512100	GROUP INS	1,079,235	0	1,079,235	650,504.17	.00	428,730.83	60.3%
350000	512200	FICA & MED	500,800	0	500,800	320,695.50	.00	180,104.50	64.0%
350000	512401	RETDPC	396,000	0	396,000	254,928.07	.00	141,071.93	64.4%
350000	512402	RET DBP	323,000	0	323,000	200,302.44	.00	122,697.56	62.0%
350000	512403	RET STATE	28,800	0	28,800	18,400.00	.00	10,400.00	63.9%
350000	512700	WORKERS CO	107,000	0	107,000	71,336.00	.00	35,664.00	66.7%
350000	512900	OTHER EMPL	36,750	0	36,750	24,190.04	.00	12,559.96	65.8%
350000	512915	CLEANING A	49,900	0	49,900	3,347.52	.00	46,552.48	6.7%
350000	512950	FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%
350000	521210	LEGAL FEES	4,800	0	4,800	1,455.00	.00	3,345.00	30.3%
350000	522140	LAWN CARE	4,000	0	4,000	3,909.50	.00	90.50	97.7%
350000	522210	BUILD R&M	60,000	0	60,000	29,377.97	.00	30,622.03	49.0%
350000	522220	EQ REPAIRS	24,000	2,700	26,700	14,811.78	813.53	11,074.69	58.5%
350000	522220	APPA MTN APP	100,000	23,690	123,690	87,520.49	266.75	35,902.76	71.0%
350000	522320	RENT EQUIP	4,500	0	4,500	1,969.46	.00	2,530.54	43.8%
350000	523100	INSURANCE	32,980	1,000	33,980	64,561.11	.00	-30,581.11	190.0%
350000	523200	COMMUNICAT	33,750	0	33,750	21,674.50	.00	12,075.50	64.2%
350000	523500	TRAVEL	20,000	0	20,000	5,803.52	775.25	13,421.23	32.9%
350000	523600	DUES	6,000	0	6,000	1,867.83	.00	4,132.17	31.1%
350000	523630	RADIO SUBC	11,500	0	11,500	10,492.20	.00	1,007.80	91.2%
350000	523640	VEHICLE IM	1,100	0	1,100	850.00	.00	250.00	77.3%
350000	523700	TRAINING	28,000	0	28,000	11,909.05	.00	16,090.95	42.5%
350000	523900	OTHER PUR	0	900	900	415.60	.00	484.40	46.2%
350000	523920	SOFT LIC	16,000	2,400	18,400	18,363.50	.00	36.50	99.8%
350000	531100	SUP GENERA	25,000	-4,000	21,000	11,978.36	.00	9,021.64	57.0%
350000	531110	SUP OFFICE	4,000	0	4,000	2,997.91	.00	1,002.09	74.9%
350000	531120	UNIFORMS	140,000	0	140,000	130,891.78	.00	9,108.22	93.5%
350000	531150	SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%
350000	531200	UTILITIES	163,000	0	163,000	94,106.76	.00	68,893.24	57.7%
350000	531240	BOTTLE GAS	0	0	0	746.55	.00	-746.55	100.0%
350000	531250	OIL	5,000	0	5,000	3,344.50	1,038.15	617.35	87.7%
350000	531270	GASOLINE	16,500	0	16,500	9,044.50	.00	7,455.50	54.8%
350000	531275	DIESEL	62,000	0	62,000	33,269.77	.00	28,730.23	53.7%
350000	531300	MEALS FOOD	2,000	0	2,000	542.17	.00	1,457.83	27.1%
350000	531600	SMALL EQUI	30,000	0	30,000	8,340.53	.00	21,659.47	27.8%
350000	531700	OTHER SUPP	15,000	-300	14,700	3,085.75	.00	11,614.25	21.0%
350000	531700	HAZM OTHER SUPP	12,000	0	12,000	3,490.84	.00	8,509.16	29.1%
350000	531700	SAFET OTHER SUPP	5,000	0	5,000	4,928.53	.00	71.47	98.6%
350000	542500	OTHER EQUI	4,000	0	4,000	1,557.08	.00	2,442.92	38.9%
TOTAL GENERAL FUND - OPERATING		9,918,365	26,390	9,944,755	6,436,308.46	2,893.68	3,505,552.86	64.7%	
TOTAL EXPENSES		9,918,365	26,390	9,944,755	6,436,308.46	2,893.68	3,505,552.86		

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** FO-14  
**Effective:** 06/26/2015  
**Revised:** 09/28/2021  
**Reviewed:** 09/26/2023

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

\_\_\_\_\_  
DATE

**Title:** Mayday Procedures

**Scope:** All Personnel

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

### General Information:

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

### Procedure:

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

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

WWW

W – Where

W – Why

W – Who

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

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

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

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** **FO- 16**

**Effective:** **08-07-2017**

**Revised:** **09-25-2018**

**Reviewed:** **09-26-2023**

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

\_\_\_\_\_  
DATE

**Policy:** Emergency Evacuation

**Scope:** All Personnel

### **Procedure:**

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

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

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

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

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

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

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP-2

**Effective:** 10-12-2001

**Revised:** 09-26-2017

**Reviewed:** 09-26-2023

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

\_\_\_\_\_  
DATE

**Title:** Uniform Dress Classes and Usage

**Scope:** All Personnel

### **Procedure:**

#### Class A Uniform

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

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

#### Class B Uniform

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

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

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

#### Class C Uniform

GP-2

\_\_\_\_\_  
Page 1 of 2



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

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

#### Class D Uniform

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

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

#### **Miscellaneous:**

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

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

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

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

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

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

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.G.: SCBA-03**

**Effective: 05-22-1991**

**Revised: 09-26-2017**

**Reviewed: 09-26-2023**

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

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

**Policy:** Refilling SCBA and SCUBA Cylinders

**Scope:** All Personnel

**Procedure:**

**SCBA Cylinders**

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

**SCUBA Cylinders**

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

- Visually inspect the cylinder for proper hydrostatic test information and visual inspection permit (VIP) sticker
  - SCUBA cylinders must be hydrostatically tested every five (5) years by a D.O.T. certified testing facility
  - SCUBA cylinders must have a visual inspection test every year by an authorized diving facility and must have a current visual inspection sticker
  - Cylinders must have a D.O.T. hydrostatic test stamp, example:    B7  
10 21 91
  - No other testing will be accepted.
  
- Visually inspect the cylinder for deep nicks, cuts, or damage to the cylinder valve
  
- Should the cylinder fail any of the above inspections or found to be out of test date, the cylinder will not be refilled. Refusal to refill for any reason is at the discretion of the personnel performing the refill.