



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, MARCH 26, 2024
8:30 AM
DALTON CITY HALL - COUNCIL CHAMBERS**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Fire Department - Dale Reed Firefighter of the Year
- [2.](#) Police Department - New Employee Profile - Shane Warnix

Public Commentary

Approval of Minutes

- [3.](#) February 27, 2024

Police Department

- [4.](#) Crime/Crash Statistics February 2024
- [5.](#) Financial Statistics February 2024
- [6.](#) Written Directive Review February 2024

Fire Department

- [7.](#) Statistical Report for February 2024
- [8.](#) Financial Report for February 2024
- [9.](#) Revised SOP
 1. GP-16 Return to Work, Restricted Duty Assignments
 2. C-3 Media Communications

Adjournment

To: Chief Daniel

February 13, 2024

From: Battalion Chief Brandon Bray

Reference: Firefighter of the year

Chief Daniel,

I am sending a recommendation to make Dale Reed firefighter of the year

Dale Reed consistently strives to perfect his firefighting skills and teaches others on all three shifts. He has taken on the leadership roll and involves himself often.

Reed pushes physical fitness within his company. He sets a high standard and has the ability to lead through positive reinforced relationships.

Reed has developed and lead the physical fitness program for the new recruits for several years. He arrives early everyday for 14 weeks and devotes extra time to the recruits. His methods are calculated and firefighter related. He strives to build a sense of teamwork within the recruit program.

Reed has been used by our training division to teach on all three shifts. His teaching methods and presentation is an example of the professionalism Dalton Fire Department requires.

Reed is also involved with training companies outside Dalton Fire Department. He has traveled to many cities to teach firefighting tactics. He has taught in Iowa, Alabama, Pigeon Forge, Florida, and many places in Georgia. He is traveling to Live Oak Texas next month to teach.

Reed spends much of his time teaching what he has learned to Dalton Fire personnel. He brings new tactic and innovative methods acquired by involvement with teaching companies. He has become one of the main instructors on A shift. His opinion and tactics are regarded by all personnel on A shift.

Reed is a valued member of a truck company (L-3). He is the only firefighter I let ride "in charge" of a truck company. I trust his decision making and leadership skills. He has proven himself competent on many occasions during a fire incident.

Dale Reed is a leader at the Dalton Fire Department and is respected throughout the firefighter community.

Thank you

A handwritten signature in black ink, appearing to read "Brandon Bray", written over a horizontal line.

Battalion Chief Brandon Bray

**DALTON POLICE DEPARTMENT
NEW EMPLOYEE PROFILE SHEET**

NAME: SHANE DARWIN WARNIX

SEX/AGE: Male/37

EDUCATION: May 2005 Graduate
Southeast Whitfield High School
Dalton, GA

WORK: May 2016 – November 2023
Lancer Enterprises Inc.
Dalton GA

January 2012 – May 2016
Carpet Display Inc.
Dalton, GA

MILITARY: None

MARITAL STATUS: Married

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
FEBRUARY 27, 2024

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, Lane Jackson, Fire Chief Matt Daniel, Police Chief Cliff Cason, City Attorney Jonathan Bledsoe, and Assistant City Administrator Todd Pangle.

AGENDA AMENDMENT

Chairman Truman Whitfield amended the agenda to add the Oath of Office for Mr. Lane Jackson.

OATH OF OFFICE

City Attorney Jonathan Bledsoe administered the Oath of Office to Mr. Lane Jackson as a new Public Safety Commissioner member. Commissioner Jackson took his seat on the dais.

AGENDA APPROVAL

On the motion of Commissioner Brown, second Commissioner Mathis the Commission approved the agenda as amended.

PUBLIC COMMENTARY

There were no public comments.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for January 23, 2024. On the motion of Commissioner Brown, second Commissioner Jackson, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for January 2024

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of January 2024. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 12.35% higher and Part II crimes are approximately 12.6% lower when compared to the past 5-year average. Chief Cason further reported there were 107 non-private property crashes reported for the month and crashes decreased over the previous month.

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

Financial Statistics for January 2024

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of January 2024. Chief Cason reported the department has expended 5.8% of the budget, and is on track for the remainder of FY 2024.

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

POLICE DEPARTMENT

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Written Directive Review

Police Chief Cliff Cason presented the following Written Directive reviews for approval:

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

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

FIRE DEPARTMENT

Monthly Statistical Report – January 2024

Fire Chief Matt Daniel presented the January 2024 Statistical Report to the Commission. Chief Daniel outlined details of the complete report, which included the Incident Report with 340 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 Jackson, 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 – January 2024

Fire Chief Matt Daniel presented the Financial Report for the month of January 2024 to the Commission. Chief Daniel stated the department has expended 5.8% of the budget, and is on track for the remainder of FY 2024.

On the motion of Commissioner Brown, second Commissioner Jackson, 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 and SOP's

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

- Reviewed SOG – FO-13 Rapid Intervention Teams/Crews (RIT/RIC)
- Reviewed SOP – GP-12 On Duty Injury/Worker's Compensation Procedures
- Reviewed SOP – T-3 Safety on the Training Ground

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

ADJOURNMENT

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

Truman Whitfield, Chairman

ATTEST:

Alex Brown, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 26, 2024**

Summary of Data and Crime Statistics for February 2024

General

The following statistics compare 2024 year-to-date statistics with the previous five years. Part 1 crimes are approximately 11.88% lower than the five-year average. Part 2 crimes are approximately 16.4% lower than the five-year average. Property crimes show an increase of approximately 13.3% from the five-year average. Violent crimes show an increase of two violent crimes above the average. Traffic crashes are approximately 3.8% lower than the five-year average. Calls for service show an increase of approximately .9% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 26, 2024**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2020-2024
February 2024

	2020	2021	2022	2023	2024	TREND
Part I Crimes YTD	154	166	118	155	135	
Homicides	0	0	0	0	0	
Rape	3	4	0	2	3	
Robbery	3	1	3	0	1	
Aggravated Assault	12	14	8	4	10	
Violent Crime Totals	18	19	11	6	14	
Burglary	13	13	11	9	15	
Larceny-Theft	115	111	88	133	102	
Motor Vehicle Theft	8	23	8	7	3	
Arson	0	0	0	0	1	
Property Crime Totals	136	147	107	149	121	
Violent Crime Clearance	83%	53%	155%	67%	43%	
Property Crime Clearance	40%	51%	47%	52%	49%	
Part I Arrests	62	62	46	51	43	
Citations	2,529	1,744	2,020	3,360	2,726	
Calls for Service	8,137	6,277	6,294	9,331	7,623	
Traffic Crashes	236	214	214	221	214	

Analysis

In the year to date 2024 there have been 135 Part 1 crimes reported, compared to 155 in 2023. Traffic crashes have decreased approximately 3.2% from 2023. Calls for service have decreased by approximately 18.3% from 2023.

There have been 14 violent crimes reported 2024 YTD compared to 6 reported violent crimes 2023 YTD. Rapes and aggravated assaults increased from 2023 numbers. Year to date property crimes have shown a decrease of approximately 18.8% when compared to 2023 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 14.1% lower than the average of 141. Violent crime numbers are approximately 12.9% higher than the five-year average of 12.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 26, 2024**

**DALTON POLICE DEPARTMENT
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2024	2023			2024	2023			2024	2023
	2/24	2/23	YTD	YTD	2/24	2/23	YTD	YTD	2/24	2/23	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	2	1	3	2	0	1	1	1	0	0	1	0
Robbery	0	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	5	3	10	4	2	1	5	3	1	0	3	2
Burglary	9	4	15	9	4	3	4	5	4	1	4	2
Larceny - Theft	28	63	102	133	18	38	53	70	11	26	34	45
Motor Vehicle Theft	0	1	3	7	0	1	2	2	0	0	1	1
Arson	0	0	1	0	0	0	0	1	0	0	0	1
PART I SUBTOTAL	44	72	135	155	24	44	65	82	16	27	43	51
Part II Offenses												
Other Assaults - not agg.	31	25	62	52	28	24	61	47	18	15	35	28
Forgery/Counterfeiting	10	13	21	18	3	4	6	8	3	2	3	6
Fraud	9	26	19	37	1	6	1	8	1	6	1	7
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	0	0	0	1	0	0	0	0	0	0	0	0
Vandalism	16	21	25	42	4	5	7	10	0	4	0	8
Weapons Violations	1	1	4	7	2	0	8	9	2	0	7	9
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	4	2	9	6	3	0	6	2	3	0	4	1
Drug Sales	3	2	11	9	3	1	13	8	3	1	13	8
Drug Possession	13	21	24	49	10	21	21	45	10	16	19	33
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	9	4	16	7	7	3	13	6	7	2	13	5
Liquor Violations	8	5	12	11	8	4	11	9	8	4	11	9
Drunkenness	0	11	6	17	0	12	6	18	0	12	6	18
Other Disorderly Conduct	18	13	41	28	21	15	47	31	16	10	39	23
Curfew Violations	0	3	0	4	0	4	0	5	0	4	0	4
All Other Offenses	217	263	452	521	190	305	392	650	176	287	361	607
DUI	26	17	49	37	27	17	49	37	27	17	49	37
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	365	427	751	846	307	421	641	893	274	380	561	803
PART I AND II TOTAL	409	499	886	1001	331	465	706	975	290	407	604	854

	2024		2023		Enforcement	2024		2023	
	2/24	2/23	YTD	YTD		2/24	2/23	YTD	YTD
Public Roadway	107	90	214	221	Citations	684	627	1,407	1,339
					Warnings	591	903	1,319	2,021
911 Calls	3,608	4,373	7,623	9,331	Totals	1,275	1,530	2,726	3,360

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
MARCH 26, 2024**

February 2024 Crash Statistics

In February 2024 there were 107 non-private property crashes reported. Injury crashes and total injuries increased compared to the previous month. Rear end crashes were the most prevalent during February 2024. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor for injury crashes. Walnut Ave had the highest number of non-injury crashes. Chattanooga Rd had the highest number of injury crashes.

February 2024 Crash Statistics						
Total Crashes	February 2024	January 2024	Change	YTD 2024	YTD 2023	Change
	107	107	0.0%	214	221	-3.2%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	31	20	10	1	0	6
Total Injuries	51					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
3	2	13		28		
Day of the Week	Total		Time of Day	Total		
Monday	22		0000 - 0559	5		
Tuesday	14		0600 - 0859	21		
Wednesday	24		0900 - 1059	9		
Thursday	13		1100 - 1359	15		
Friday	15		1400 - 1559	17		
Saturday	9		1600 - 1859	25		
Sunday	10		1900 - 2159	12		
			2200 - 2359	3		
Collision Type	Total		Contributing Factors	Total		
Rear End	37		Following Too Closely	28		
Angle	31		Failure to Yield	21		
Sideswipe - Same Direction	17		Distracted	13		
Collision with an Object	14		Changed Lanes Improperly	11		
Head On	5					
Sideswipe - Opposite Direction	3					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Chattanooga Rd	16	15.0%	7	13.7%		
Walnut Ave	15	14.0%	3	5.9%		
Thornton Ave	8	7.5%	4	7.8%		
Hamilton St	8	7.5%	5	9.8%		
Glenwood Ave	6	5.6%	3	5.9%		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING

March 26, 2024

SUMMMARY OF THE FINACIAL STATISTICS FOR FEBRUARY 2024

We have expended approximately 13.7% of our 2024 budget. At this time, we are slightly under budget for the year. This will probably change as we start to receive additional first quarter invoices.

We believe sufficient funds are available to cover our operating cost for the remainder of the year.

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ADJUSTM	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
321000 PD ADMINISTRATION								
321000	511100	WAGES - REGULAR	497,000	0	497,000	66,399.82	430,600.18	13.4%
321000	511300	WAGES - OVERTIME	2,000	0	2,000	.00	2,000.00	.0%
321000	512100	GROUP INSURANCE	40,000	0	40,000	4,664.16	33,333.84	11.7%
321000	512200	FICA & MEDICARE	38,000	0	38,000	5,710.74	32,289.26	15.0%
321000	512401	RETIREMENT DCP	16,000	0	16,000	2,337.76	13,662.24	14.6%
321000	512402	RETIREMENT DBP	143,000	0	143,000	21,982.30	121,017.70	15.4%
321000	512403	RETIREMENT STATE	1,200	0	1,200	200.00	1,000.00	16.7%
321000	512700	WORKERS COMPENSAT	10,000	0	10,000	1,670.00	8,330.00	16.7%
321000	512900	OTHER EMPLOYEE BE	4,000	0	4,000	492.70	3,507.30	12.3%
321000	512915	CLEANING ALLOWANC	2,400	0	2,400	65.00	2,335.00	2.7%
321000	512916	CLOTHING ALLOWANC	2,400	0	2,400	.00	2,400.00	.0%
321000	521120	PROFESSIONAL - LE	20,000	0	20,000	3,885.00	16,115.00	19.4%
321000	521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	4,000.00	.0%
321000	522220	EQUIPMENT MAINT &	5,000	0	5,000	2,399.72	2,600.28	48.0%
321000	522230	VEHICLE REPAIRS &	4,000	0	4,000	.00	4,000.00	.0%
321000	522320	RENTAL - EQUIPMEN	9,000	0	9,000	724.14	8,275.86	8.0%
321000	523100	INSURANCE COMMERC	145,000	0	145,000	8,910.48	136,089.52	6.1%
321000	523200	COMMUNICATTIONS	50,000	0	50,000	5,668.23	44,331.77	11.3%
321000	523210	POSTAGE	4,000	0	4,000	119.80	3,880.20	3.0%
321000	523400	PRINTING & BINDIN	3,000	0	3,000	343.40	2,656.60	11.4%
321000	523500	TRAVEL	12,000	0	12,000	595.00	11,405.00	5.0%
321000	523600	DUES & FEES	3,000	0	3,000	855.00	4,145.00	17.1%
321000	523630	RADIO SUBSCRIBER F	5,000	0	5,000	23,155.20	3,844.80	85.8%
321000	523700	TRAINING & EDUCAT	8,000	0	8,000	.00	8,000.00	.0%
321000	523850	CONTRACT LABOR	5,000	0	5,000	.00	5,000.00	.0%
321000	523900	OTHER PURCHASED S	0	0	0	4,065.25	-4,065.25	100.0%
321000	523920	SOFTWARE LICENSES	180,000	0	180,000	66,215.01	113,784.99	36.8%
321000	531100	SUPPLIES - GENERA	1,000	0	1,000	11.51	988.49	1.2%
321000	531110	SUPPLIES - OFFICE	2,000	0	2,000	.00	2,000.00	.0%
321000	531150	OIL	1,000	0	1,000	.00	1,000.00	.0%
321000	531270	GASOLINE	7,000	0	7,000	721.98	6,278.02	10.3%
321000	531300	MEALS - FOOD	2,000	0	2,000	.00	2,000.00	.0%
321000	531600	SMALL EQUIPMENT	2,000	0	2,000	.00	2,000.00	.0%
321000	531700	OTHER SUPPLIES	2,000	0	2,000	16.00	1,984.00	.8%
TOTAL PD ADMINISTRATION			1,254,000	0	1,254,000	221,208.20	1,032,791.80	17.6%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: GENERAL FUND - OPERATING ORIGINAL APPROP TRANFRS/ ADJUSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

322100 PD CRIMINAL INVESTIGATION DIV

322100 511100	WAGES - REGULAR	1,150,000	0	1,150,000	142,201.49	.00	1,007,798.51	12.4%
322100 51300	WAGES - OVERTIME	41,000	0	41,000	2,195.42	.00	38,804.58	5.4%
322100 512100	GROUP INSURANCE	211,000	0	211,000	29,367.64	.00	181,632.36	13.9%
322100 512200	FICA & MEDICARE	91,000	0	91,000	12,249.87	.00	78,750.13	13.5%
322100 512401	RETIREMENT DCP	71,000	0	71,000	9,573.98	.00	61,426.02	13.5%
322100 512402	RETIREMENT DBP	207,000	0	207,000	31,351.72	.00	175,648.28	15.1%
322100 512403	RETIREMENT STATE	5,000	0	5,000	700.00	.00	4,300.00	14.0%
322100 512700	WORKERS COMPENSAT	29,000	0	29,000	4,840.00	.00	24,160.00	16.7%
322100 512900	OTHER EMPLOYEE BE	7,000	0	7,000	1,072.34	.00	5,927.66	15.3%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	233.25	.00	3,766.75	5.8%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100 522220	EQUIPMENT MAINT &	3,000	0	3,000	.00	.00	3,000.00	.0%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	.00	.00	7,000.00	.0%
322100 523500	TRAVEL	17,000	0	17,000	268.50	.00	16,731.50	1.6%
322100 523600	DUES & FEES	4,000	0	4,000	365.00	.00	3,635.00	9.1%
322100 523700	TRAINING & EDUCAT	15,000	0	15,000	2,745.00	.00	12,255.00	18.3%
322100 523900	PEPI OTHER PURCHAS	20,000	0	20,000	150.00	.00	19,850.00	.8%
322100 531100	SUPPLIES - GENERA	3,000	0	3,000	97.55	.00	2,902.45	3.3%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	57.22	.00	3,942.78	1.4%
322100 531250	OIL	4,000	0	4,000	.00	.00	4,000.00	.0%
322100 531270	GASOLINE	18,000	0	18,000	2,616.07	.00	15,383.93	14.5%
322100 531300	MEALS - FOOD	1,000	0	1,000	.00	.00	1,000.00	.0%
322100 531600	SMALL EQUIPMENT	8,000	0	8,000	.00	.00	8,000.00	.0%
322100 531700	OTHER SUPPLIES	5,000	0	5,000	469.00	.00	4,531.00	9.4%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,934,000	0	1,934,000	240,554.05	.00	1,693,445.95	12.4%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR: GENERAL FUND - OPERATING ORIGINAL APPROP TRANFRS/ ADJUSTM'S REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

322300 PD PATROL

322300	511100	WAGES - REGULAR	3,719,000	0	3,719,000	480,210.67	.00	3,238,789.33	12.9%
322300	511300	WAGES - OVERTIME	103,000	0	103,000	13,106.10	.00	89,893.90	12.7%
322300	512100	GROUP INSURANCE	611,000	0	611,000	95,865.15	.00	515,134.85	13.7%
322300	512200	FICA & MEDICARE	292,000	0	292,000	42,425.27	.00	249,574.73	14.5%
322300	512401	RETIREMENT DCP	403,000	0	403,000	49,755.62	.00	353,244.38	12.3%
322300	512402	RETIREMENT DBP	93,000	0	93,000	22,738.90	.00	70,261.10	24.5%
322300	512403	RETIREMENT STATE	22,000	0	22,000	2,800.00	.00	19,200.00	12.7%
322300	512700	WORKERS COMPENSAT	119,000	0	119,000	19,840.00	.00	99,160.00	16.7%
322300	512900	OTHER EMPLOYEE BE	29,000	0	29,000	3,894.31	.00	25,105.69	13.4%
322300	512915	CLEANING ALLOWANC	10,000	0	10,000	1,061.75	.00	8,938.25	10.6%
322300	522220	EQUIPMENT MAINT &	11,000	0	11,000	.00	.00	11,000.00	.0%
322300	522230	VEHICLE REPAIRS &	60,000	0	60,000	6,756.38	.00	53,243.62	11.3%
322300	522230	SHOP VEHICLE EXP -	104,000	0	104,000	18,444.28	.00	85,555.72	17.7%
322300	523500	TRAVEL	70,000	0	70,000	10,530.09	.00	59,469.91	15.0%
322300	523600	DUES & FEES	4,000	0	4,000	5,205.00	.00	3,610.00	12.4%
322300	523700	TRAINING & EDUCAT	42,000	0	42,000	390.00	.00	36,795.00	9.8%
322300	531100	SUPPLIES - GENERA	6,000	0	6,000	144.18	.00	6,000.00	.0%
322300	531110	SUPPLIES - OFFICE	3,000	0	3,000	24,497.59	.00	35,502.41	40.8%
322300	531120	UNITFORMS	60,000	0	60,000	144.18	.00	2,855.82	4.8%
322300	531250	OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300	531270	GASOLINE	165,000	0	165,000	25,464.71	.00	139,535.29	15.4%
322300	531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300	531600	SMALL EQUIPMENT	40,000	0	40,000	4,949.50	.00	35,050.50	12.4%
322300	531700	OTHER SUPPLIES	5,000	0	5,000	92.00	.00	4,908.00	1.8%
TOTAL PD PATROL			5,976,000	0	5,976,000	828,171.50	.00	5,147,828.50	13.9%

The City of Dalton

YEAR-TO-DATE BUDGET REPORT



FOR 2024 02

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING ORIGINAL APPROP TRANFRS/ ADJSTMTS REVISED BUDGET YTD EXPENDED ENCUMBRANCES AVAILABLE BUDGET PCT USED

322400 PD SUPPORT SERVICES

322400 511100	WAGES - REGULAR	731,000	0	731,000	87,862.92	.00	643,137.08	12.0%
322400 511300	WAGES - OVERTIME	11,000	0	11,000	908.00	.00	10,092.00	8.3%
322400 512100	GROUP INSURANCE	166,000	0	166,000	21,863.52	.00	144,136.48	13.3%
322400 512200	FICA & MEDICARE	56,000	0	56,000	7,191.85	.00	48,808.15	12.8%
322400 512401	RETIREMENT DCP	48,000	0	48,000	5,792.82	.00	42,207.18	12.1%
322400 512402	RETIREMENT DBP	112,000	0	112,000	16,775.18	.00	95,224.82	15.0%
322400 512403	RETIREMENT STATE	1,500	0	1,500	200.00	.00	1,300.00	13.3%
322400 512700	WORKERS COMPENSAT	22,000	0	22,000	3,670.00	.00	18,330.00	16.7%
322400 512900	OTHER EMPLOYEE BE	4,500	0	4,500	662.13	.00	3,837.87	14.7%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	88.50	.00	2,311.50	3.7%
322400 512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
322400 511300	TECHNICAL CONTRAC	18,000	0	18,000	40.00	.00	17,960.00	.2%
322400 522140	LAWN CARE CONTRAC	13,000	0	13,000	261.50	.00	12,738.50	2.0%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	6,260.95	.00	33,739.05	13.7%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	270.81	.00	2,838.19	5.4%
322400 523500	TRAVEL	25,000	0	25,000	161.81	.00	24,730.00	1.1%
322400 523600	DUES & FEES	3,000	0	3,000	489.84	.00	2,510.16	16.3%
322400 523700	CREDIT CARD & BAN	1,000	0	1,000	9.95	.00	990.05	1.0%
322400 531100	TRAINING & EDUCAT	25,000	0	25,000	400.00	.00	24,600.00	1.6%
322400 531110	SUPPLIES - GENERA	3,000	0	3,000	529.14	.00	2,470.86	17.6%
322400 531120	SUPPLIES - OFFICE	3,000	0	3,000	38.72	.00	2,961.28	1.3%
322400 531150	UNIFORMS	4,000	0	4,000	1,186.21	.00	2,813.79	29.7%
322400 531155	SUPPLIES - GROUND	3,000	0	3,000	.00	.00	3,000.00	.0%
322400 531200	SUPPLIES - BUILDI	28,000	0	28,000	1,549.04	.00	25,450.96	5.5%
322400 531250	UTILITIES	62,000	0	62,000	7,988.11	.00	54,011.89	12.9%
322400 531270	OTI	1,000	0	1,000	.00	.00	1,000.00	.0%
322400 531270	GASOLINE	8,000	0	8,000	1,244.91	.00	6,755.09	15.6%
322400 531300	MEALS - FOOD	1,000	0	1,000	.00	.00	1,000.00	.0%
322400 531600	SMALL EQUIPMENT <	2,000	0	2,000	.00	.00	2,000.00	.0%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	15.00	.00	13,985.00	.1%
TOTAL PD SUPPORT SERVICES		1,412,000	0	1,412,000	165,460.10	.00	1,246,539.90	11.7%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322600 CUSTODY OF PRISONERS								
322600	523900	OTHER PURCHASED S	95,000	0	95,000	9,171.24	85,828.76	9.7%
		TOTAL CUSTODY OF PRISONERS	95,000	0	95,000	9,171.24	85,828.76	9.7%
		TOTAL GENERAL FUND - OPERATING	10,671,000	0	10,671,000	1,464,565.09	9,206,434.91	13.7%
		TOTAL EXPENSES	10,671,000	0	10,671,000	1,464,565.09	9,206,434.91	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,671,000	0	10,671,000	1,464,565.09	.00	9,206,434.91	13.7%

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

The City of Dalton

YEAR-TO-DATE BUDGET REPORT



FOR 2024-02

ACCOUNTS FOR: 0210 CONFISCATED ASSETS ORIGINAL APPROP TRANFERS/ADJSTMTS REVISED BUDGET YTD ACTUAL ENCUMBRANCES AVAILABLE BUDGET PCT USE/COL

210001 REVENUES

210001	351320	STATE CASH CONFISC	-50,000	0	-50,000	.00	.00	-50,000.00	.00%
210001	361400	JUSTI INTEREST JUS	0	0	0	.00	.00	26.95	100.0%
210001	361400	STATE INTEREST INC	-2,800	0	-2,800	-445.47	.00	-2,354.53	15.9%*
210001	361400	TREAS INTEREST TRE	-200	0	-200	-55.76	.00	-144.24	27.9%*
210001	392100	STATE SALE OF ASSE	-8,000	0	-8,000	.00	.00	-8,000.00	.0%*
TOTAL REVENUES			-61,000	0	-61,000	-528.18	.00	-60,471.82	.9%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210 CONFISCATED ASSETS							
210415 EXPENDITURES							
210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	.00	.00	4,500.00	.0%
210415 523200 STATE COMMUNICATIO	23,000	0	23,000	1,607.47	.00	21,392.53	7.0%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600 STATE DUES & FEES	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 523700 STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415 531600 STATE SMALL EQUIPM	40,000	0	40,000	.00	.00	40,000.00	.0%
210415 531700 STATE OTHER SUPPLI	400	0	400	.00	.00	400.00	.0%
TOTAL EXPENDITURES	85,000	0	85,000	1,607.47	.00	83,392.53	1.9%
TOTAL CONFISCATED ASSETS	24,000	0	24,000	1,079.29	.00	22,920.71	4.5%
TOTAL REVENUES	-61,000	0	-61,000	-528.18	.00	-60,471.82	
TOTAL EXPENSES	85,000	0	85,000	1,607.47	.00	83,392.53	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

	ORIGINAL APPROP	TRANERS/ ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	24,000	0	24,000	1,079.29	.00	22,920.71	4.5%

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

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
370001 REVENUES								
370001	361400	INTEREST INCOME	0	-50,000	-14,500.91	.00	-35,499.09	29.0%*
TOTAL REVENUES			0	-50,000	-14,500.91	.00	-35,499.09	29.0%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFERS/ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
370002	391000	0	-638,000	-638,000	.00	.00	-638,000.00	.0%*
370002	392100	0	-5,000	-5,000	.00	.00	-5,000.00	.0%*
	TOTAL OTHER FINANCING SOURCES	0	-643,000	-643,000	.00	.00	-643,000.00	.0%*

370002 OTHER FINANCING SOURCES

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

ACCOUNTS FOR:	ORIGINAL APPROP	TRANSFRS/ADJSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
370005 EXPENDITURES							
370005 522210 610 FACILITY REPAIR	0	74,920	74,920	.00	50,919.23	24,000.77	68.0%
370005 522240 420 SITE R&M 2024	0	1,836,838	1,836,838	.00	.00	1,836,838.00	0%
370005 522240 610 SITE REPAIRS &	0	416,660	416,660	381,340.00	35,319.00	1.00	100.0%
370005 523600 DUES & FEES	0	4,000	4,000	.00	.00	4,000.00	0%
370005 541100 132 SITES	0	2,000,000	2,000,000	.00	.00	2,000,000.00	0%
370005 541300 132 BUILDINGS & BU	0	1,500,000	1,500,000	.00	.00	1,500,000.00	0%
370005 541300 610 BUILDINGS & BU	0	133,000	133,000	.00	.00	133,000.00	0%
370005 541400 132 INFRASTRUCTURE	0	97,980	97,980	4,140.00	.00	93,840.00	4.2%
370005 542100 420 MACHINERY	0	985,960	985,960	.00	614,871.00	371,089.00	62.4%
370005 542200 132 VEHICLES	0	60,210	60,210	.00	210,297.93	2.00	100.0%
370005 542200 320 VEHICLES	0	309,710	309,710	62,457.77	140,215.00	-140,215.00	100.0%*
370005 542200 420 VEHICLES	0	0	0	.00	60,208.00	2.00	100.0%
370005 542200 610 VEHICLES	0	46,520	46,520	46,520.00	210,297.93	36,954.30	88.1%
370005 542400 153 COMPUTERS & CO	0	134,600	134,600	1,662.38	2,866.45	130,071.17	3.4%
370005 542500 153 OTHER EQUIPMEN	0	0	0	168.00	64.00	-232.00	100.0%*
370005 542500 320 OTHER EQUIPMEN	0	42,990	42,990	.00	3,726.97	39,263.03	8.7%
TOTAL EXPENDITURES	0	7,643,388	7,643,388	496,288.15	1,118,487.58	6,028,612.27	21.1%
TOTAL CAPITAL ACQUISITION FUND	0	6,950,388	6,950,388	481,787.24	1,118,487.58	5,350,113.18	23.0%
TOTAL REVENUES	0	-693,000	-693,000	-14,500.91	1,118,487.58	-678,499.09	
TOTAL EXPENSES	0	7,643,388	7,643,388	496,288.15	1,118,487.58	6,028,612.27	

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2024 02

	ORIGINAL APPROP	TRANFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	6,950,388	6,950,388	481,787.24	1,118,487.58	5,350,113.18	23.0%

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

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

DATE	392100 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST.		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	*	GRANT REM. **	GRANT NAME	I.I. TASK FORCE OVERTIME	334000 S.S TASK FORCE OVERTIME ***	342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE	TOTAL DEPOSIT
		Records Unit	GEARS Reports													
CUM	0.00	625.00	565.00	750.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	0.00	188.96	0.00	0.00	2,138.96
FEBRUARY																
2/1/2024		45.00														45.00
2/2/2024		15.00														15.00
2/5/2024		90.00														90.00
2/6/2024		90.00														90.00
2/7/2024		15.00														15.00
2/8/2024		60.00														60.00
2/12/2024				450.00												450.00
2/13/2024		60.00														60.00
2/14/2024		45.00														45.00
2/15/2024				225.00												225.00
2/16/2024		30.00					405.50									435.50
2/19/2024		75.00		125.00												200.00
2/20/2024		60.00														60.00
2/21/2024		15.00		100.00												115.00
2/22/2024		45.00														45.00
2/23/2024		30.00														30.00
2/27/2024		60.00		225.00												285.00
2/28/2024		180.00		225.00												960.00
FEBRUARY	0.00	915.00	555.00	1350.00	0.00	0.00	405.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	3225.50
CUM	0.00	1540.00	1120.00	2100.00	0.00	5.00	405.50	5.00	0.00	0.00	0.00	0.00	188.96	0.00	0.00	5364.46
							22-004099									
JUSTICE - Federal Forfeiture Funds:		13,598.21														
TREASURY - Federal Forfeiture Funds:		28,140.69														
State Drug Seizure Funds:		219,938.45														
						GOV DEALS SALE OF ASSETS VEHICLES		NONE				GOV DEALS SALE OF ASSETS PHONES/OTHER		NONE		

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/31/2024		Interest	445.47		223,961.10
2/8/2024	PO 21230042	AT&T Nov 29 - Dec 28 Cell Phones		1,606.97	222,799.60
2/8/2024	PO 21230043	Frank's Wrecker - Towed Vehicles - 2008 Chevrolet C Series, 1984 Chevrolet Caprice, & 2010 Mercedes CL Class		345.00	222,454.60
2/8/2024		GovDeals Fees for Items Sold		1,631.99	220,822.61
2/8/2024		GovDeals Sold - Ryobi 1800 Generator	337.50		221,160.11
2/8/2024	PO 21240001	AT&T Dec 29 - Jan 28 Cell Phones		1,607.47	219,552.64
2/29/2024		Interest	385.81		219,938.45

Federal Forfeitures Fund
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2024 Starting Balance
1/31/2024		Interest	26.95		13,547.53
2/29/2024		Interest	23.73		13,574.48
					13,598.21
			50.68		

Federal Forfeitures Fund
Treasury Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2024 Starting Balance
1/31/2024		Interest	55.76		28,091.59
2/29/2024		Interest	49.10		28,140.69
			104.86		

To: Public Safety Commission
From: Chief Cliff Cason
Date: March 19, 2024
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
3.1		<u>Selection</u>
	1	Updated Revision and Re-evaluation dates
	12-13	Section XVII. New section dealing with Fingerprint-Based Criminal History Record Checks.
	15	Appendix A added
	16	Appendix B added
	17	Appendix C added
3.14		<u>Employee Timekeeping, Compensation and Benefits</u>
	1	Updated Revision and Re-evaluation dates
3.18		<u>Grievance Procedures</u>
	1	Updated Revision and Re-evaluation dates
4.8		<u>Preliminary Investigations</u>
	1	Updated Revision and Re-evaluation dates
4.21		<u>Off-Duty Powers to Arrest</u>
	1	Updated Revision and Re-evaluation dates
	2	Section III. Rewording
4.25		<u>Domestic / Family Violence</u>
	1	Updated Revision and Re-evaluation dates
	1	Section II. Language added
	4	Section III. Language removed

DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-3.1
<i>Subject</i> Selection		
<i>Reference</i> CALEA Standards – 31.4.1, 31.4.2, 31.4.3, 31.4.6, 31.5.5, 34.1.2		<i>Revised</i> August 22, 2023 March 26, 2024
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> August 2025	<i>No. Pages</i> 13 17

I. Policy

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

II. Definitions

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

RESTRICTED LAW ENFORCEMENT DATA

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

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

RESTRICTED LAW ENFORCEMENT DATA

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

III. **Procedures**

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

IV. **Authority**

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

RESTRICTED LAW ENFORCEMENT DATA

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

V. **Legal Requirements**

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

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important to successful job performance. A test is then given that shall measure the degree to which the candidate possesses the required characteristics.

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

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

VI. **Administrative Practices and Procedures**

- A. The Department does not accept applications for positions other than entry-level positions for sworn and non-sworn personnel. The Department uses the same selection process for part-time non-sworn positions as it does for full-time non-sworn positions.

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- B. At the time of their formal application, candidates shall be informed, through email, of the following:
1. All elements of the selection process.
 2. The expected duration of the selection process.
 3. The Department's policy on reapplication.
- C. Contact shall be maintained with applicants for all positions from initial application to final employment disposition.
- D. Applications for all positions shall not be rejected because of minor omissions or deficiencies that can be corrected prior to the testing or interview process.
- E. Applicants who fail a portion or portions of the selection process shall not necessarily be excluded from further consideration since:
1. No selection component is perfectly reliable.
 2. The applicant may have gained new skills, knowledge, or abilities.
 3. Adverse impact can be reduced through retesting.
 4. The threat of lawsuits can be minimized through retesting.
- F. Applicants who are not disqualified for cogent reasons, i.e., permanent physical disability or extensive unfavorable characteristic traits, may be retested after review by the Chief of Police and upon written request of the affected applicant.
- G. Applicants may be re-evaluated in those areas in which they were disqualified previously providing a vacancy exists or is projected and at least twelve (12) months have elapsed since the applicant's last testing date. Applicants shall be informed through email of the date, time, and place for re-evaluation.
- H. Applicants failing to report for the first scheduled test, without a justifiable reason or without notifying the Department of their intended absence, shall not be notified of subsequent tests and shall not be deemed a candidate for employment.
- I. All applicants not selected for employment shall be informed through letter or email of such a decision by the Support Services Division.
- J. Copies of all applications for employment shall be kept by the Human Resources Department for a period of one (1) year. The Support Services Division shall maintain a secured electronic copy of all applicant records, including, but not limited to, background information, results from medical examinations, and emotional stability and psychological fitness examinations.
- K. All records of applicants selected for employment shall be maintained in their personnel file. The personnel files are kept in a locked filing cabinet at the Police

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Services Center or in secured electronic format and may include, but are not limited to, background information, results from medical examinations, and emotional stability and psychological fitness examinations.

- L. All selection materials shall be stored in a secure area when not being used. Whenever selection materials are disposed of, they shall be shredded under monitored conditions so as to prevent disclosure of the information therein.

VII. **Application**

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

VIII. **Application Review**

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

IX. **Physical Readiness Testing for Sworn Positions**

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

X. **Written Examination**

- A. All elements of the written examinations shall be standardized in order to be effective and impartial.
- B. For sworn positions, the written examination shall include the *Law Enforcement Officer National Basic Abilities Test*.
- C. Written examinations for non-sworn positions shall be used when applicable to the position being filled. The examination may include, but not be limited to, typing rate

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and accuracy, proofreading or analyzing documents for data, grammar, and / or math calculations.

- D. An emotional stability and psychological fitness examination of each sworn candidate shall be conducted, prior to appointment to probationary status, using valid, useful, and nondiscriminatory procedures. The test shall be assessed by a qualified professional, such as a licensed psychologist or psychiatrist.

XI. **Oral Board Interview**

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

XII. **Background Investigation**

- A. A background investigation shall be conducted on each candidate, sworn and non-sworn, prior to appointment to probationary status. The background investigator shall notify the candidate that the background investigation has begun. The candidate should be told that it may be necessary for him / her to assist the investigator to obtain some documentation.
- B. Verification of the candidate's qualifying credentials shall include, but not be limited to:
 - 1. Educational achievement
 - a. A copy of the candidate's transcripts from all high schools, trade schools, colleges, and universities shall be obtained, if not already in the application package.
 - b. Interviews shall be conducted of the candidate's teachers, guidance counselors, and, if appropriate, athletic coaches from high school and other educational institutions.
 - 2. Employment
 - a. All prior employers shall be contacted, and any performance evaluations should be obtained, if possible.

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- b. Interviews shall be conducted with the candidate's former fellow employees and supervisors.
- c. If the candidate is a former police officer, a request should be made for a complete copy of the candidate's personnel / training files and any record of complaints or disciplinary action, including internal affairs investigative reports, from the prior law enforcement agency / agencies and the Georgia Peace Officers Training and Standards Council. Records from the police academy that the candidate attended should also be obtained.

3. Age

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

4. Residence (Sworn Applicants Only)

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

5. References

Interviews shall be conducted with at least three (3) personal references provided by the candidate. This may include the candidate's neighbors, within the past five (5) years, and residence manager(s), if an apartment dwelling. In addition, the investigator should seek additional references to interview, including those provided by any listed personal references. Verification shall be made by personal interview, whenever possible, and shall be backed up by written notations.

6. Criminal Record Check

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

7. Social Media

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

- C. Personnel used to conduct applicant background investigations shall be sworn personnel and trained in collecting the required information. At the discretion of the Chief of Police, qualified third-party entities may be used to conduct portions of background investigations.
- D. Background investigations contain sensitive and confidential information. The collected information must be kept in strict confidence. When the investigation is complete, it shall be forwarded to the Support Services Division Commander and then to the Chief of Police.

XIII. **Polygraph Examinations**

- A. Examinations and the evaluations of results for sworn and non-sworn candidates are conducted by examiners who possess professional training and credentials in the use and interpretation of polygraph results.
- B. In connection with pre-employment or applicant-type examinations, only areas of an applicant's background, which are demonstratively related to the applicant's suitability for employment with the inquiring agency, shall be covered during the interview and examination. Prior to the examination, the applicant shall be provided with a list of the areas from which the polygraph questions will be drawn. These areas include, but are not limited to:
 - 1. Falsification of application
 - 2. Past work history
 - 3. Past and / or present illegal drug usage or sales
 - 4. Criminal convictions
 - 5. Past and / or present thefts of money or merchandise
 - 6. Past and / or present involvement in criminal activity
 - 7. Driving history
- C. It is the responsibility of the examiner to ensure that all questions are answered on the background information booklets, that the examinee's signature is affixed to the question sheet, that every question to be asked has been reviewed, word for word, and that the examinee consents to each and every question to be asked.
- D. At the end of the examination, the examinee shall be asked to sign the chart for the purpose of identification of the charts.

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- E. At the completion of the examination, the examiner shall forward a copy of the results and the applicant background information booklet to the Chief of Police or his / her designee.
- F. The acceptance or denial of employment status shall in no way be based solely upon the results of a polygraph examination. The totality of the circumstances, which include both pretest and post-test interviews, may be utilized in making and supporting employment decisions.

XIV. **Chief's Interview**

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

XV. **Medical Examination for Sworn Positions**

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

XVI. **Drug Screens**

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

XVII. **Fingerprint-Based Criminal History Record Check**

A fingerprint-based criminal history record check of each sworn and non-sworn candidate shall be conducted after a conditional job offer has been given but prior to appointment to probationary status.

- A. The Dalton Police Department conducts or requests fingerprint-based background checks for criminal justice or governmental non-criminal justice employment through GCIC.
- B. The applicant shall be provided a copy of the Applicant Privacy Rights (Appendix A) and Privacy Act Statement (Appendix B) and shall sign the Applicant Privacy Rights Notification Signature Form (Appendix C) prior to being sent for fingerprinting.
- C. The agency will maintain the signed document for the duration of the GCIC audit cycle, no less than three years.
- D. If an applicant chooses to challenge the accuracy of the criminal history record or needs to correct or update a record, they will be given 30 days to do so.

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- E. The applicant is notified that the procedures for challenging an FBI record are set forth in 28 CFR 16.30 through 16.34 and the procedures for challenging a Georgia record can be found on the GBI website.
- F. The applicants will not be given a copy of the fingerprint-based criminal history record.
- G. The applicant is provided an opportunity to appeal an adverse decision based on the criminal history record information provided from the fingerprint-based background check. The procedures for the appeal process are as follows:
 - 1. The applicant may file an appeal in writing to the Chief of Police within 10 days of receiving the decision.
 - 2. The letter must contain documentation and evidence that could reverse the decision made based on the individual's criminal history
 - 3. The Chief of Police will review the appeal and will notify the applicant, in writing, within 10 days of the decision regarding employment with the Dalton Police Department.

~~XVII~~.XVIII. **Academy Requirements**

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

- A. In accordance with Georgia Peace Officer Standards and Training Council rules, all non-certified sworn candidates are required to pass the Physical Agility Test prior to being accepted into a Basic Law Enforcement Training Course. Successful completion of this test is deemed a condition of the job offer made by the Chief of Police. This test is in addition to the physical readiness requirement of the selection process.
- B. In accordance with O.C.G.A. 35-8-8, each candidate for peace officer certification shall successfully complete a job-related academy entrance examination that is approved by the P.O.S.T. Council. If a candidate has attained a degree from an accredited college or university or has achieved a sufficient score on the Scholastic Aptitude Test (SAT) or American College Testing (ACT), he / she shall be deemed to have met this requirement.

~~XVIII~~.XIX. **Public Safety Commission**

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

~~XIX~~.XX. **Probationary Periods**

- A. All sworn applicants shall complete a twelve (12) month probationary period before being granted full-time status, pending the completion of a Basic Law Enforcement Training Course from a P.O.S.T. certified regional academy, unless the applicant

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is already a certified officer. The Chief of Police shall have the authority to lengthen the probationary period in special situations.

- B. All non-sworn applicants shall complete a twelve (12) month probationary period before being granted full-time status. The Chief of Police shall have the authority to lengthen the probationary period in special situations.
- C. The appointment rate of candidates from probationary to full-time status shall meet the requirements of minimum adverse impact.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

Applicant Privacy Rights

As an applicant who is the subject of a Georgia only or a Georgia and Federal Bureau of Investigation (FBI) national fingerprint/biometric-based criminal history check for a non-criminal justice purpose (such as an application for criminal justice or non-criminal justice employment or a license, an immigration or naturalization matter, security clearance, or adoption), you have certain rights which are discussed below. All notices must be provided to you in writing. These obligations are pursuant to the Privacy Act of 1974, Title 5, United States Code (U.S.C.) Section 552a, and Title 28 Code of Federal Regulation (CFR), 50.12, among other authorities.

- You must be provided written notification that your fingerprints/biometrics will be used to check the criminal history records maintained by the Georgia Crime Information Center (GCIC) and the FBI, when a federal record check is so authorized.
- You must be provided an adequate written FBI Privacy Act Statement (dated 2013 or later) when you submit your fingerprints and associated personal information. This Privacy Act Statement must explain the authority for collecting your fingerprints and associated information and whether your fingerprints and associated information will be searched, shared, or explained.
- You must be advised in writing of the procedures for obtaining a change, correction, or update of your criminal history record as set forth at 28 CFR 16.34.
- You must be provided the opportunity to complete or challenge the accuracy of the information in your criminal history record (if you have such a record).
- If you have a criminal history record, you should be afforded a reasonable amount of time to correct or complete the record (or decline to do so) before the officials deny you the employment, license, or other benefit based on the information in the criminal history record.
- If agency policy permits, the officials may provide you with a copy of your criminal history record for review and possible challenge. If agency policy does not permit it to provide you a copy of the record, you may find information regarding how to obtain a copy of your Georgia criminal history record at the GBI website: <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions> Information regarding how to obtain a copy of your FBI criminal history record is located at the FBI website: <https://www.edo.cjis.gov>
- If you decide to challenge the accuracy or completeness of your criminal history record, you should contact and send your challenge to the agency that contributed the questioned information. If the disputed arrest occurred in the State of Georgia, you may send your challenge directly to the GCIC. Contact information for the GCIC can be found at <https://gbi.georgia.gov/services/obtaining-criminal-history-record-information-frequently-asked-questions> Alternatively, you may send your challenge directly to the FBI by submitting a request via <https://www.edo.cjis.gov>. The FBI will then forward your challenge to the agency that contributed the questioned information and request the agency to verify or correct the challenge entry. Upon receipt of an official communication from that agency, the FBI will make any necessary changes/corrections to your record in accordance with the information supplied by that agency. (See 28 CFR 16.30 through 16.34.)
- You have the right to expect that officials receiving the results of the criminal history record check will use it only for the authorized purposes and will not retain or disseminate it in violation of federal statute, regulation or executive order, or rule, procedure or standard established by the National Crime Prevention and Privacy Compact Council.

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Appendix B

Privacy Act Statement

This privacy act statement is located on the back of the (blue) FD-258 fingerprint card.

Authority: The FBI's acquisition, preservation, and exchange of fingerprints and associated information is generally authorized under 28 U.S.C. 534. Depending on the nature of your application, supplemental authorities include Federal statutes, State statutes pursuant to Pub. L. 92-544, Presidential Executive Orders, and federal regulations. Providing your fingerprints and associated information is voluntary; however, failure to do so may affect completion or approval of your application.

Principle Purpose: Certain determinations, such as employment, licensing, and security clearances, may be predicated on fingerprint-based background checks. Your fingerprints and associated information/biometrics may be provided to the employing, investigating, or otherwise responsible agency, and/or the FBI for the purpose of comparing your fingerprints to other fingerprints in the FBI's Next Generation Identification (NGI) system or its successor systems (including civil, criminal, and latent fingerprint repositories) or other available records of the employing, investigating, or otherwise responsible agency. The FBI may retain your fingerprints and associated information/biometrics in NGI after the completion of this application and, while retained, your fingerprints may continue to be compared against other fingerprints submitted to or retained by NGI.

Routine Uses: During the processing of this application and for as long thereafter as your fingerprints and associated information/biometrics are retained in NGI, your information may be disclosed pursuant to your consent, and may be disclosed without your consent as permitted by the Privacy Act of 1974 and all applicable Routine Uses as may be published at any time in the Federal Register, including the Routine Uses for the NGI system and the FBI's Blanket Routine Uses. Routine uses include, but are not limited to, disclosures to: employing, governmental or authorized non-governmental agencies responsible for employment, contracting, licensing, security clearances, and other suitability determinations; local, state, tribal, or federal law enforcement agencies; criminal justice agencies; and agencies responsible for national security or public safety.

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Appendix C

Applicant Privacy Rights Notification Signature Form

Applicant Notification and Record Challenge:

Your fingerprints will be used to check the criminal history records of the FBI. You have the opportunity to complete or challenge the accuracy of the information contained in the FBI identification record. The procedure of obtaining a change, correction or updating an FBI identification record is set forth in Title 28, Code of Federal Regulations (CFR), 16.34.

Procedures for obtaining a copy of the FBI criminal history record are set forth in 28 CFR 16.30 through 16.33 or review the [FBI website](#).

Signature

Print Name

Date

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> February 1, 1999	<i>Number</i> GO98-3.14
<i>Subject</i> Employee Timekeeping, Compensation, and Benefits		
<i>Reference</i> CALEA Standards – 22.1.1, 22.1.2, 22.1.9		<i>Revised</i> April 26, 2022 March 26, 2024
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 2024 March 2026	<i>No. Pages</i> 8

I. **Policy**

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

II. **Timekeeping Procedure**

A. Employee Responsibilities

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

B. Supervisor Responsibilities

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

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

C. **Special Instructions**

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

III. **Compensation**

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

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Department has its own job code.

A. Entry-level salary for the Department

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

B. Salary differential within ranks

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

C. Salary differential between ranks

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

D. Compensatory Time / Overtime

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

E. Salary Augmentation

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

1. A newly hired employee with a degree from an accredited college or university shall receive a salary increase, as determined by the City of Dalton's salary schedule, after one (1) year of employment.
2. If an Officer obtains a degree from an accredited college or university prior to obtaining the designation of Police Officer First Class, he / she shall receive a salary increase, as determined by the City of Dalton's salary schedule.
3. When an Officer obtains the designation of Police Officer First Class, he / she shall receive a salary increase, as determined by the City of Dalton's salary schedule.

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

IV. **Benefits**

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

V. **Military Deployment**

- A. Once an employee has received notice that he / she will be activated or deployed (for a period exceeding 90 days), the employee shall notify the Chief of Police through the chain of command. This notification shall be in writing, and copies of the appropriate military paperwork shall be submitted as well.
- B. Employee Point of Contact
 1. The employee's Division Commander or his / her designee shall serve as the Department's point of contact (POC) for the employee.

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2. The employee shall provide the POC with some form of contact information, including an email address or phone number. The POC is responsible for maintaining periodic contact with the employee during the deployment.

C. Employee Out-Processing

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

D. Reintegration

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

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This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT PAYROLL TIME ADJUSTMENT SHEET/LEAVE REQUEST FORM

EMPLOYEE: _____

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

TYPES OF LEAVE/ADJUSTMENT

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

DATE REQUESTED: _____

Employee Signature

Supervisor Signature

Date

APPROVED: _____

DENIED: _____

ENTERED BY: _____

DATE: _____

ADM PTA 980011 R0726

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

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

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> June 28, 2011	<i>Number</i> GO11-3.18
<i>Subject</i> Grievance Procedures		
<i>Reference</i> CALEA Standards – 22.4.1, 22.4.2, 22.4.3, 26.1.6		<i>Revised</i> April 26, 2022 March 26, 2024
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 2024 March 2026	<i>No. Pages</i> 3

I. **Policy**

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

II. **Definition**

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

III. **Purpose**

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

IV. **Procedure**

A. Grievance

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

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- c. The form should also include any remedy or adjustments sought.
 - d. The form shall be directed through the chain of command to the employee's Division Commander.
3. Grievance Forms shall be submitted within ten (10) calendar days of either the occurrence or of the member becoming aware of an issue of concern.
 4. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the front page.
 5. Within twenty (20) calendar days of the Grievance Form reaching the Division Commander, he / she shall meet with the employee and discuss the findings. The Division Commander's findings shall also be noted on the Grievance Form.
 6. At the conclusion of the meeting with the Division Commander, the employee shall sign and date the Grievance Form. He / she shall also indicate on the form if he / she wishes to appeal the Division Commander's decision.
- B. Appeal Process
1. If the employee indicates that he / she wishes to appeal the Division Commander's decision, the Division Commander shall forward the appeal through the chain of command to the Chief of Police. The back of the Grievance Form shall be used during the appeal process.
 2. Upon receipt of the Grievance Form, the time, date, and person receiving it shall be noted on the back page.
 3. Within twenty (20) calendar days of the Grievance Form reaching the Chief of Police, he / she shall meet with the employee and discuss the findings with him / her. The Chief of Police's findings shall also be noted on the back of the Grievance Form.
 4. At the conclusion of the meeting with the Chief of Police, the employee shall sign and date the back of the Grievance Form.
 5. The findings of the Chief of Police may be appealed through the process outlined in the City of Dalton Employee Handbook.
- C. Employee Representation
- Nothing contained in this policy shall prohibit a member from seeking assistance or representation in the grievance process.
- D. Maintenance and Control of Grievance Records

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

E. Annual Analysis

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

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO88-4.8
<i>Subject</i> Preliminary Investigations		
<i>Reference</i> CALEA Standards – 42.1.4, 42.2.1		<i>Revised</i> April 26, 2022 March 26, 2024
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 2024 March 2026	<i>No. Pages</i> 5

I. Policy

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

II. Definition

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

III. Preliminary Investigations by Patrol Officers

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

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

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

IV. **Identifying and Arresting Suspects**

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

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

V. **Supervisor Responsibilities**

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

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

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

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

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

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> February 24, 2004	<i>Number</i> GO03-4.21
<i>Subject</i> Off-Duty Powers of Arrest		
<i>Reference</i>	<i>Revised</i> April 26, 2022 March 26, 2024	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 2024 March 2026	<i>No. Pages</i> 3

I. **Policy**

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

II. **Definitions**

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

III. **Guidelines for Off-Duty Conduct**

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

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

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

IV. **Off-Duty Responsibilities**

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

V. **Permitted Off-Duty Arrests**

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

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

VI. **Prohibited Off-Duty Arrests**

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

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

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DALTON POLICE DEPARTMENT

	<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-4.25
<i>Subject</i> Domestic / Family Violence		
<i>Reference</i> OCGA 16-5-94, 16-5-95, 17-4-20, 17-4-20.1, 19-3-1, 19-13-6 CALEA Standards – 55.2.1, 55.2.2, 55.2.3, 55.2.4		<i>Revised</i> April 26, 2022 March 26, 2024
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 2024 March 2026	<i>No. Pages</i> 7

I. Policy

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

II. Definitions

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

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

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

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

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

III. **Responding Officer Procedures**

- A. Arrival
 - 1. Responding to the domestic violence call is extremely risky for the Officer. Officers shall always be on guard for unpredictable behavior and never let down their guard.
 - 2. Officers shall be very cautious and recognize that they are particularly vulnerable.
 - 3. Officers shall never park their police vehicles in front of or in sight of front doors or windows, unless absolutely necessary.
 - 4. Officers shall never stand in front of a door or window when knocking, unless absolutely necessary.
 - 5. If at all possible, wait for backup assistance.

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

B. On-Scene Investigations

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

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

C. Arrest

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

RESTRICTED LAW ENFORCEMENT DATA

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

- (4) Obvious signs of injury or abuse
 - (5) Emotional state of the victim
 - (6) Statements of the parties involved and of any witnesses
 2. When a felony has been committed and the suspect can be located, the officer shall arrest.
 3. When a felony has been committed and the suspect cannot be located, the Officer shall apply for an arrest warrant, and a supplement to the original report shall be made. If an arrest is not made, the Officer shall document the reasons an arrest was not made in the incident report.
 4. When a misdemeanor has been committed and the victim has been injured or the likelihood exists that more violence will occur, the Officer shall arrest whether or not the victim wants to prosecute. If an arrest is not made, the Officer shall document the reasons an arrest was not made in the incident report.
 5. The Officer shall emphasize to the victim and the offender that the criminal action is being initiated by the State and not the victim.
 6. The victim shall only be advised to schedule a pre-trial or warrant hearing with the Magistrate on cases where probable cause cannot be established.
- D. Responding to Calls Involving Employees of the Dalton Police Department
1. This Department provides unbiased and impartial law enforcement services to all members of the community, including family or household members of Department employees.
 2. If a domestic disturbance call for service inside the city limits of Dalton is from a residence, family member, or an employee of this Department, the dispatcher shall:
 - a. Dispatch an on-duty Supervisor and a second Officer to respond to the call.
 - b. Pass all critical information on to the responding Supervisor and Officer.
 3. It is the policy of this Department not to provide any professional courtesy, special consideration, or special treatment to employees of this Department who are alleged suspects in a domestic disturbance incident. In such instances, responding Officers shall follow the procedures outlined in this directive.
- E. Victim Assistance / Crime Prevention

RESTRICTED LAW ENFORCEMENT DATA

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

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

F. Dating Violence

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

RESTRICTED LAW ENFORCEMENT DATA

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This policy supersedes any previous policies issued.

BY ORDER OF

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: 02/01/24 - 02/29/24 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)
113	Cooking fire, confined to container	1	0.33%	0	17	0	1	5	0.00	1	9.00	5.566666	3.48
118	Trash or rubbish fire, contained	1	0.33%	0	15	0	1	5	0.00	1	2.40	1.900000	2.80
131	Passenger vehicle fire	1	0.33%	0	3	0	0	1	0.00	0	1.55	1.550000	6.32
140	Natural vegetation fire, other	1	0.33%	0	17	0	1	5	0.00	1	15.00	14.999999	2.87
142	Brush or brush-and-grass mixture fire	2	0.66%	0	4.5	0	0	1.5	0.00	0	3.04	6.800000	5.92
143	Grass fire	1	0.33%	0	3	0	0	1	0.00	0	0.50	.500000	4.50
251	Excessive heat, scorch burns with no ignition	1	0.33%	0	19	0	1	5	0.00	1	4.00	4.000000	3.82
311	Medical assist, assist EMS crew	178	58.75%	0	0.02	3.28	0.02	0.01	0.99	0.02	1.00	176.449979	4.56
322	Motor vehicle accident with injuries	17	5.61%	0	0.35	5.29	0.65	0.12	1.71	0.41	4.37	66.916661	3.70
324	Motor vehicle accident with no injuries.	10	3.30%	0	1.2	3.9	0.5	0.4	1.20	0.4	2.46	24.233330	3.48
353	Removal of victim(s) from stalled elevator	1	0.33%	0	6	0	0	2	0.00	0	1.70	1.600000	2.25
412	Gas leak (natural gas or LPG)	2	0.66%	0	11	0	0.5	3	0.00	0.5	15.81	32.083332	5.16
421	Chemical hazard (no spill or leak)	1	0.33%	0	14	0	1	4	0.00	1	14.50	11.633332	3.48

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)
444	Power line down	2	0.66%	0	7	0	0	2	0.00	0	0.64	1.150000	1.88
445	Arcing, shorted electrical equipment	3	0.99%	0	15	0	1	4.67	0.00	1	5.51	14.316664	4.60
461	Building or structure weakened or collapsed	1	0.33%	0	7	0	1	2	0.00	1	8.93	8.800000	3.68
500	Service Call, other	4	1.32%	0	3	0	0	1	0.00	0	1.01	4.050000	4.69
522	Water or steam leak	1	0.33%	0	3	0	0	1	0.00	0	1.85	1.850000	3.47
551	Assist police or other governmental agency	1	0.33%	0	3	0	0	1	0.00	0	1.05	1.050000	5.97
553	Public service	2	0.66%	0	3	0	0	1	0.00	0	0.77	1.550000	6.72
555	Defective elevator, no occupants	1	0.33%	0	7	0	0	2	0.00	0	9.68	4.483333	6.00
561	Unauthorized burning	5	1.65%	0	8.2	0	1.2	2.8	0.00	0.4	5.39	15.950000	4.64
611	Dispatched & canceled en route	19	6.27%	0	3.74	2.84	0.37	1.11	0.84	0.32	0.32	6.383325	0.00
622	No incident found on arrival at dispatch address	10	3.30%	0	2.8	3.2	0.2	0.8	1.10	0.2	1.04	8.649998	4.74
651	Smoke scare, odor of smoke	1	0.33%	0	3	0	0	1	0.00	0	0.25	.250000	1.12
710	Malicious, mischievous false call, other	1	0.33%	0	14	0	1	4	0.00	1	3.75	3.650000	2.90
711	Municipal alarm system, malicious false alarm	1	0.33%	0	14	0	1	4	0.00	1	3.75	2.883333	3.07
733	Smoke detector activation due to malfunction	2	0.66%	0	13	0	1	4	0.00	1	4.08	6.149998	3.48
735	Alarm system sounded due to malfunction	11	3.63%	0	11.36	0.27	1.18	3.55	0.09	0.82	5.67	44.566662	4.57
741	Sprinkler activation, no fire - unintentional	1	0.33%	0	9	0	0	3	0.00	0	1.80	1.400000	6.15
743	Smoke detector activation, no fire - unintentional	7	2.31%	0	13.71	0	1.14	4	0.00	1	2.87	13.549994	4.08
744	Detector activation, no fire - unintentional	2	0.66%	0	13	0	1	4	0.00	1	2.80	4.133333	5.19

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
745	Alarm system activation, no fire - unintentional	10	3.30%	0	11.7	0	1.1	3.5	0.00	0.8	4.91	35.066658	4.71
746	Carbon monoxide detector activation, no CO	1	0.33%	0	6	0	0	2	0.00	0	1.90	1.500000	5.25
Totals		303	100%	0	2.70	2.65	0.27	0.82	0.81	0.21	2.01	529.62	4.17
Mutual Aid Given Incidents		10											



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Response Summary by Station

Report Period: 02/01/24 - 02/29/24 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	117	3.42	64.96	31.62	4.18
Station 2	64	1.56	68.75	29.69	2.29
Station 3	68	4.41	67.65	27.94	2.43
Station 4	42	0	73.81	26.19	1.5
Station 5	23	8.7	60.87	30.43	0.82

Total 314

03/14/24 09:57:23



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Breakdown by Incident Type

Report Period: 02/01/24 - 02/29/24 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	179	0
611 Dispatched & canceled en route	21	0
322 Motor vehicle accident with injuries	19	0
324 Motor vehicle accident with no injuries.	12	0
735 Alarm system sounded due to malfunction	11	0
745 Alarm system activation, no fire - unintentional	11	0
622 No incident found on arrival at dispatch address	10	0
743 Smoke detector activation, no fire - unintentional	7	0
561 Unauthorized burning	5	0
500 Service Call, other	4	0
143 Grass fire	3	0
445 Arcing, shorted electrical equipment	3	0
142 Brush or brush-and-grass mixture fire	2	0
444 Power line down	2	0
412 Gas leak (natural gas or LPG)	2	0
553 Public service	2	0
733 Smoke detector activation due to malfunction	2	0
744 Detector activation, no fire - unintentional	2	0
746 Carbon monoxide detector activation, no CO	1	0
741 Sprinkler activation, no fire - unintentional	1	0
555 Defective elevator, no occupants	1	0
522 Water or steam leak	1	0
551 Assist police or other governmental agency	1	0
651 Smoke scare, odor of smoke	1	0

03/14/24 10:00:57

Incident Type	Incidents	Exposures
710 Malicious, mischievous false call, other	1	0
711 Municipal alarm system, malicious false alarm	1	0
421 Chemical hazard (no spill or leak)	1	0
251 Excessive heat, scorch burns with no ignition	1	0
461 Building or structure weakened or collapsed	1	0
353 Removal of victim(s) from stalled elevator	1	0
113 Cooking fire, confined to container	1	0
118 Trash or rubbish fire, contained	1	0
131 Passenger vehicle fire	1	0
132 Road freight or transport vehicle fire	1	0
140 Natural vegetation fire, other	1	0

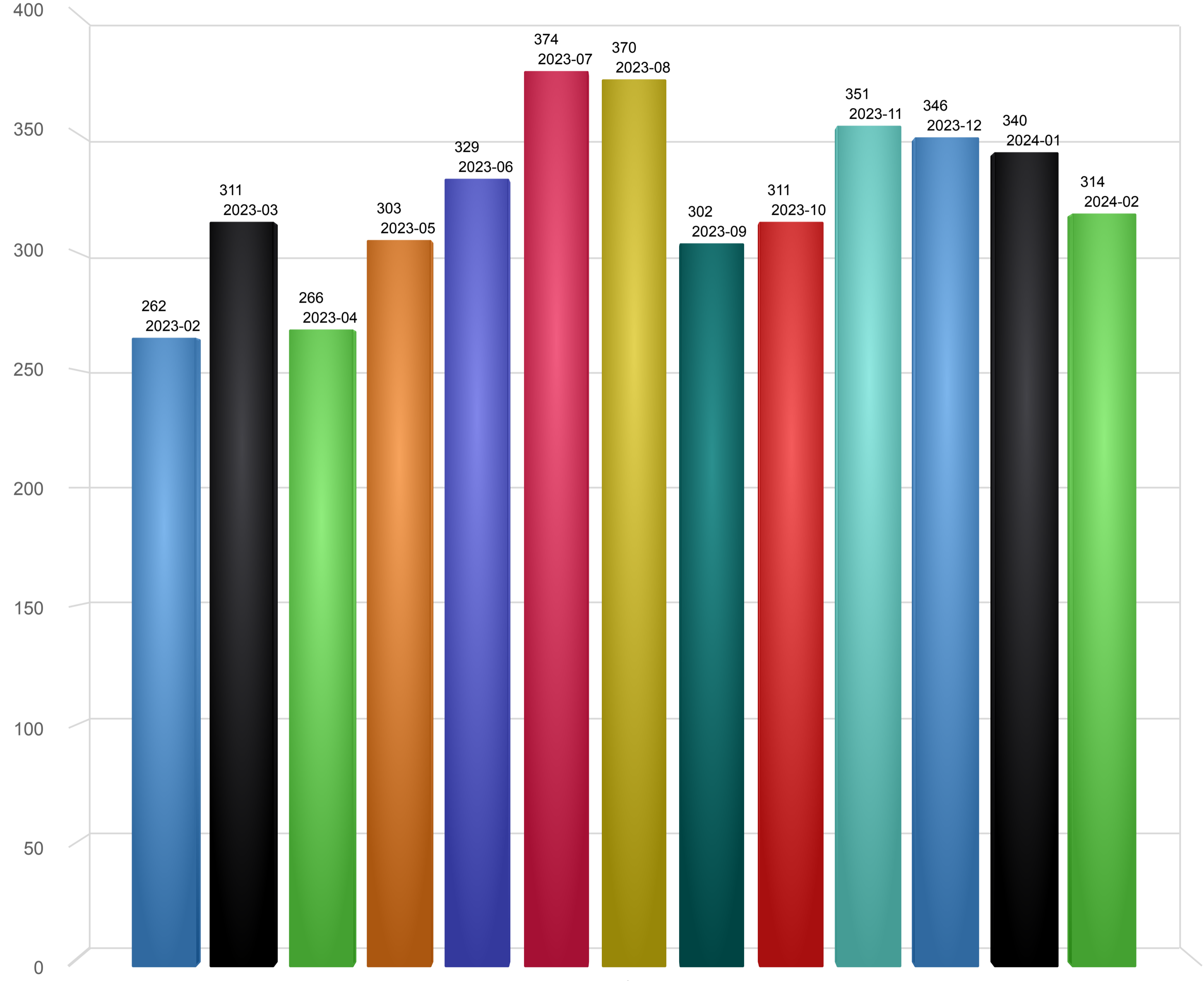
	Incidents	Exposures
Total	314	0

03/14/24 10:00:57

Incidents by Months

02/01/2023-02/29/2024

- 2023-02
- 2023-03
- 2023-04
- 2023-05
- 2023-06
- 2023-07
- 2023-08
- 2023-09
- 2023-10
- 2023-11
- 2023-12
- 2024-01
- 2024-02



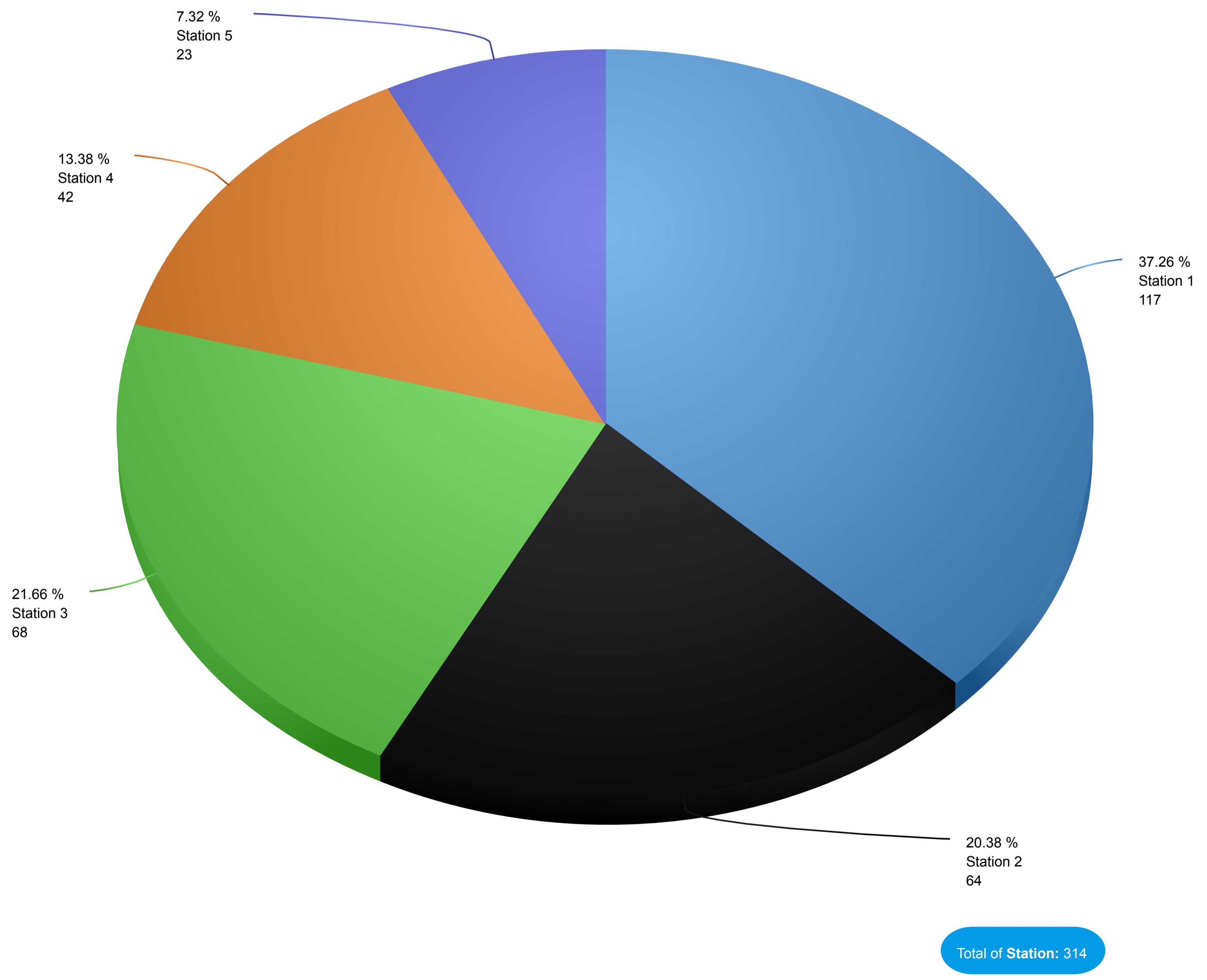
Incident Count

Total of Month: 4,179

Incidents by Stations

02/01/2024-02/29/2024

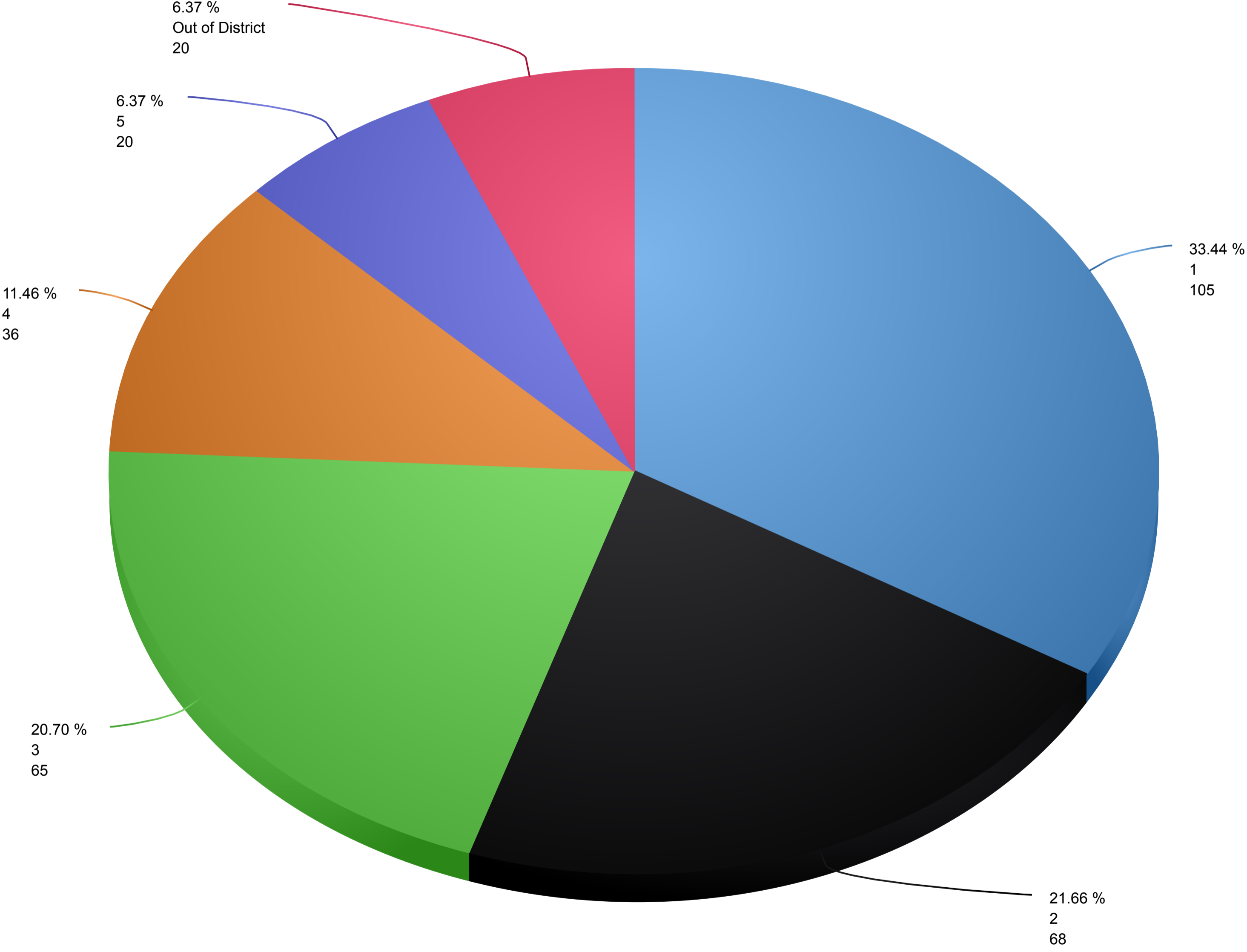
- Station 1
- Station 2
- Station 3
- Station 4
- Station 5



Incidents by District

02/01/2024-02/29/2024

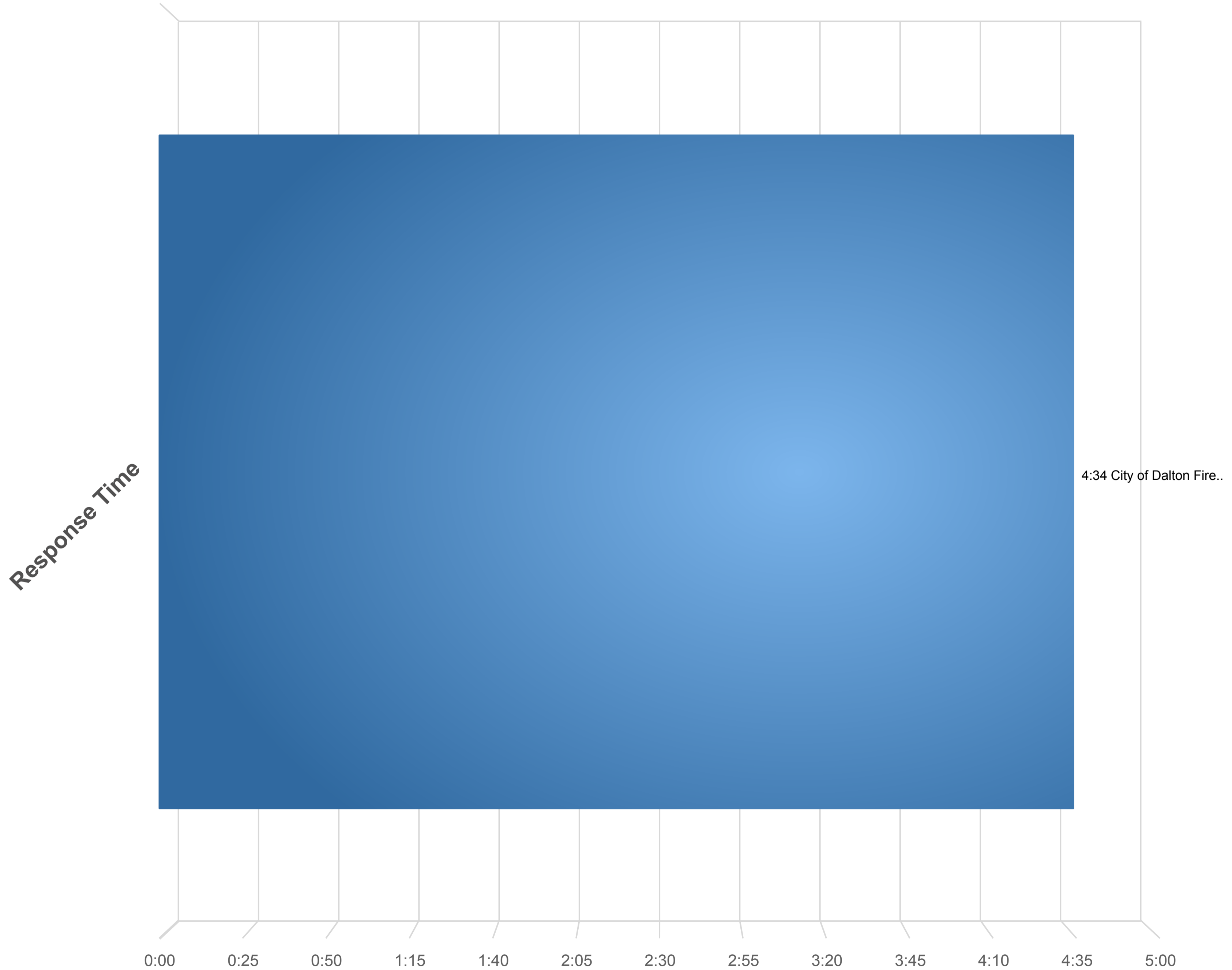
- 1
- 2
- 3
- 4
- 5
- Out of District



Total of District: 314

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

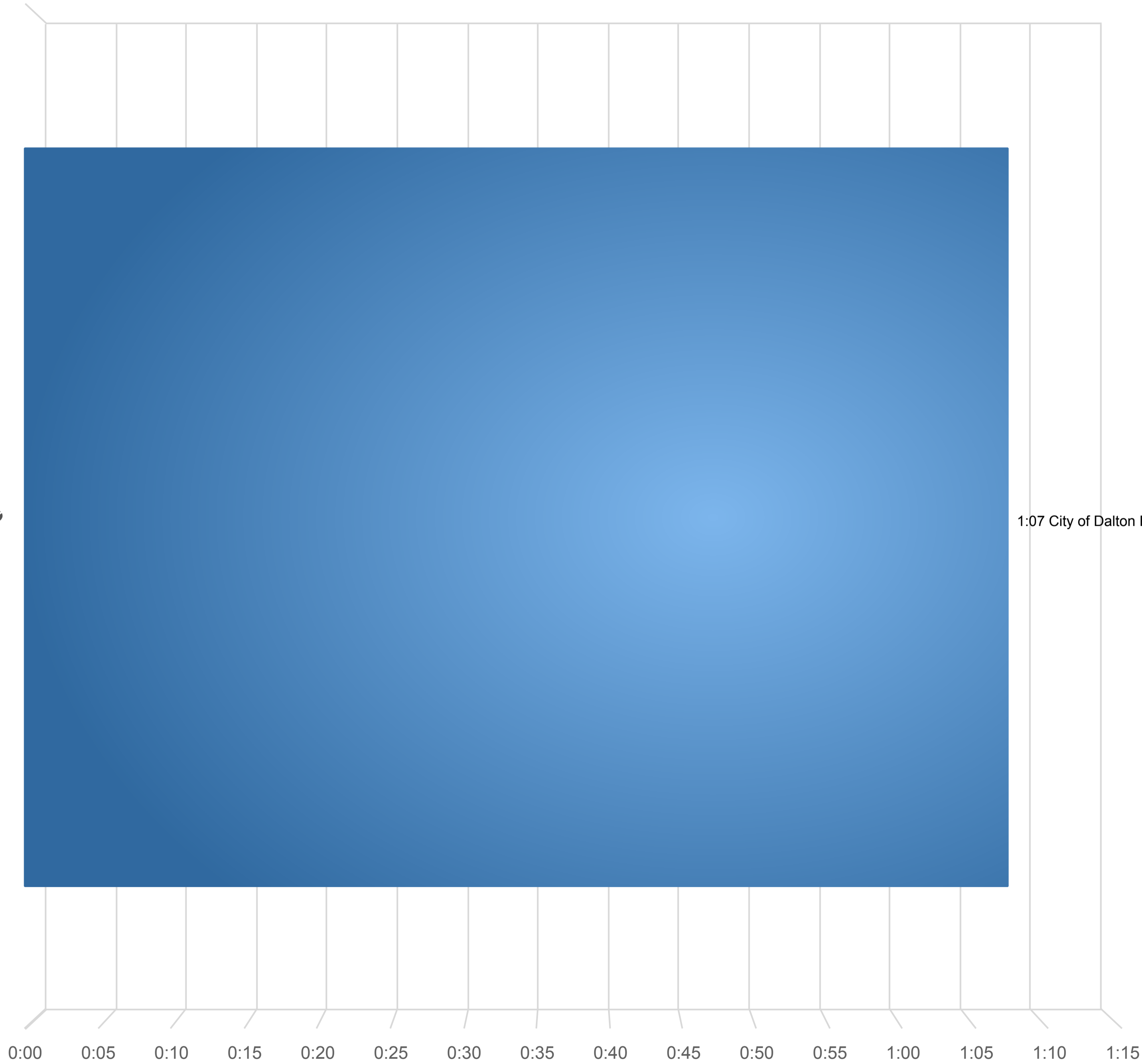
02/01/2024-02/29/2024



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

02/01/2024-02/29/2024

Turnout Time

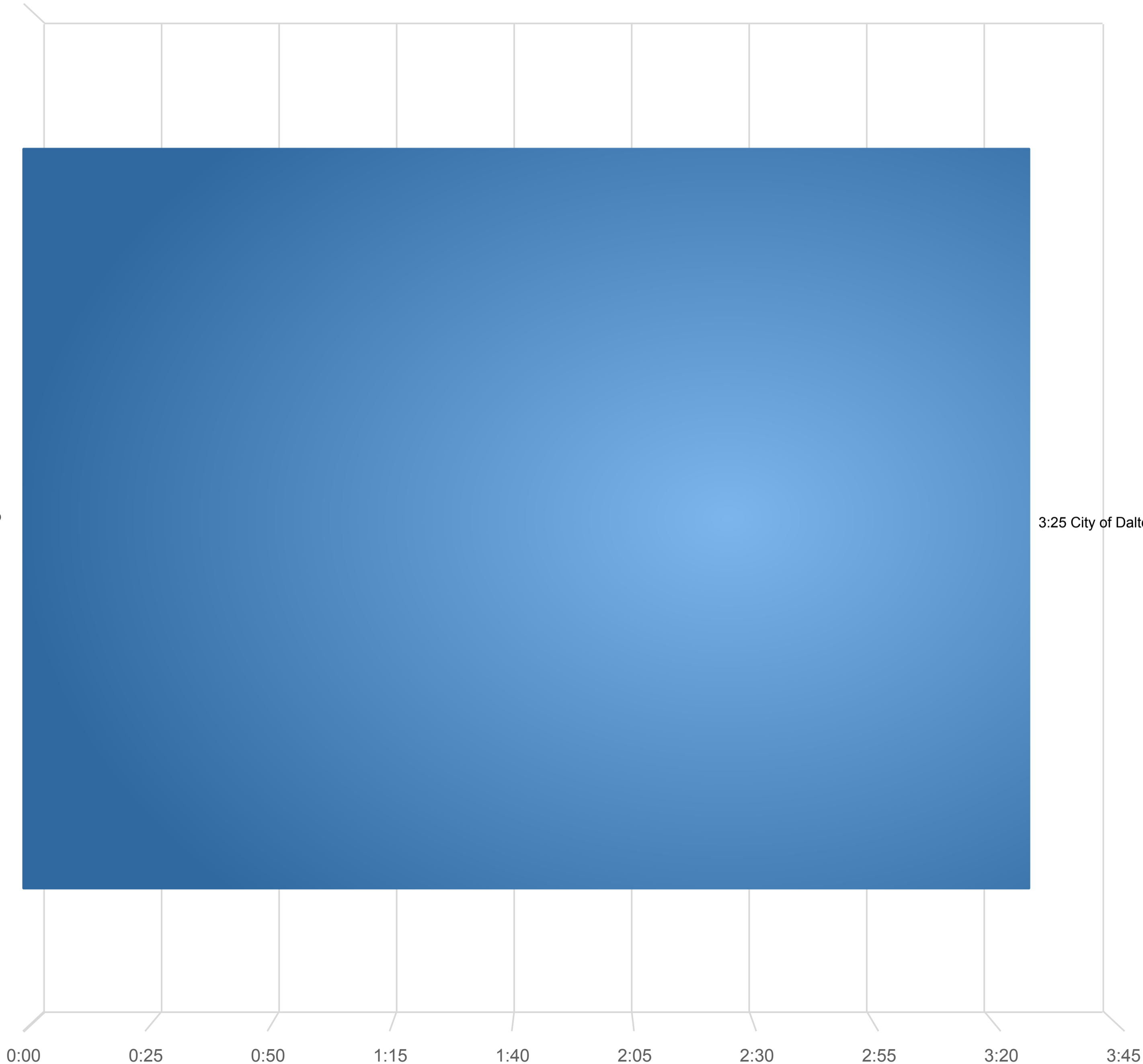


1:07 City of Dalton Fire..

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

02/01/2024-02/29/2024

Travel Time



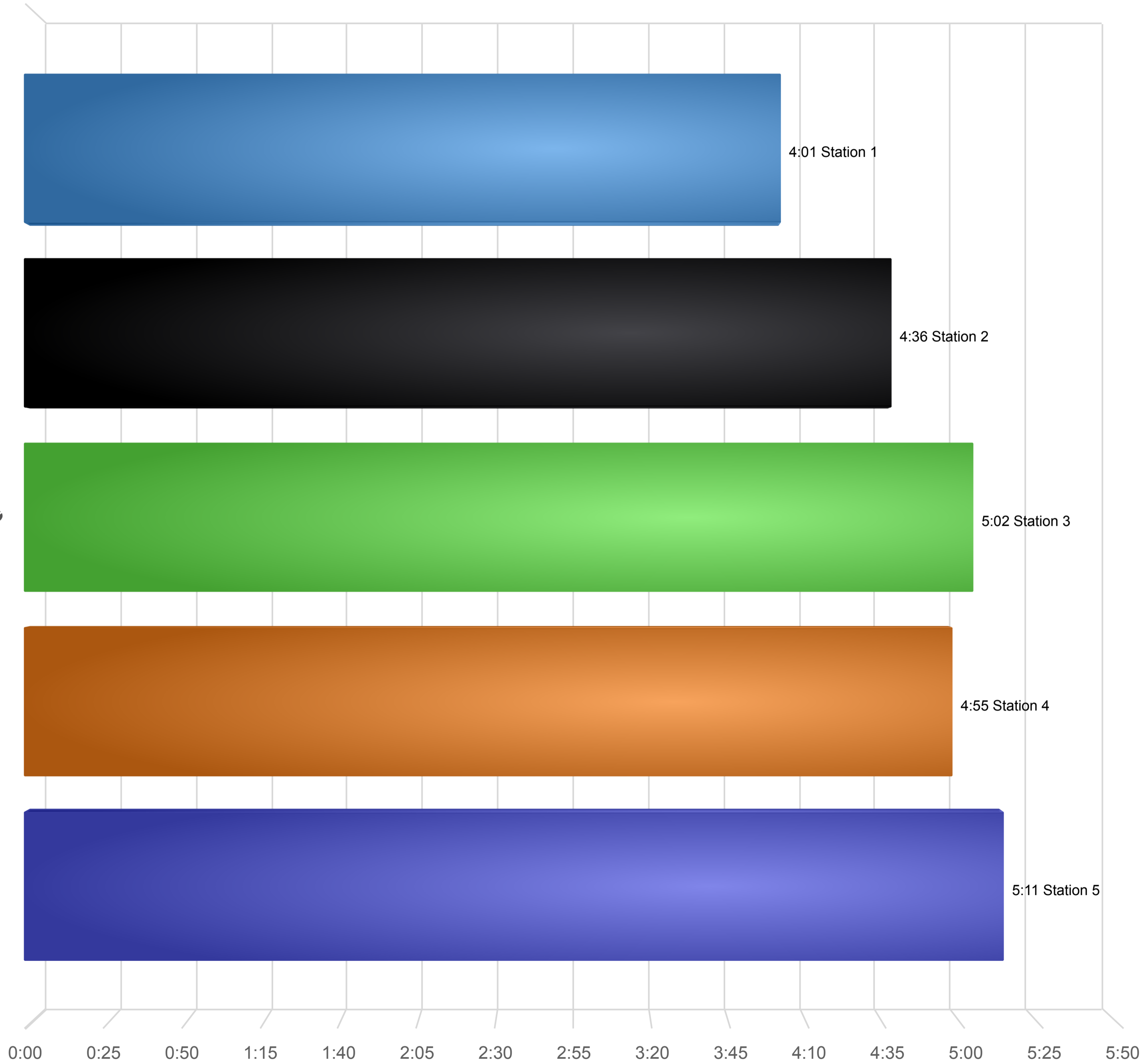
3:25 City of Dalton Fire..

Average Response Time by Station

02/01/2024-02/29/2024

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

Response Time



Total of Station: 4:34



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Staff Hours by Incident Type

Report Period: 02/01/24 - 02/29/24 23:59:59

Incident Type	Hours
311 Medical assist, assist EMS crew	177.19
322 Motor vehicle accident with injuries	70.52
735 Alarm system sounded due to malfunction	44.28
745 Alarm system activation, no fire - unintentional	35.36
412 Gas leak (natural gas or LPG)	32.08
324 Motor vehicle accident with no injuries.	28.47
561 Unauthorized burning	15.95
140 Natural vegetation fire, other	15.00
445 Arcing, shorted electrical equipment	14.31
743 Smoke detector activation, no fire - unintentional	13.56
421 Chemical hazard (no spill or leak)	11.63
461 Building or structure weakened or collapsed	8.80
622 No incident found on arrival at dispatch address	8.64
142 Brush or brush-and-grass mixture fire	6.80
611 Dispatched & canceled en route	6.74
733 Smoke detector activation due to malfunction	6.15
113 Cooking fire, confined to container	5.57
555 Defective elevator, no occupants	4.48
744 Detector activation, no fire - unintentional	4.13
500 Service Call, other	4.05
251 Excessive heat, scorch burns with no ignition	4.00
710 Malicious, mischievous false call, other	3.65
711 Municipal alarm system, malicious false alarm	2.88
132 Road freight or transport vehicle fire	2.25

Incident Type	Hours
143 Grass fire	2.20
118 Trash or rubbish fire, contained	1.90
522 Water or steam leak	1.85
353 Removal of victim(s) from stalled elevator	1.60
131 Passenger vehicle fire	1.55
553 Public service	1.55
746 Carbon monoxide detector activation, no CO	1.50
741 Sprinkler activation, no fire - unintentional	1.40
444 Power line down	1.15
551 Assist police or other governmental agency	1.05
651 Smoke scare, odor of smoke	0.25

Total	542.49
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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Injuries and Property Loss

(Dates: 02/01/24 - 02/29/24 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 %
113	Cooking fire, confined to container	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,500	100.00 %	1,500	50.00%
118	Trash or rubbish fire, contained	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	1,500	100.00 %	0	0.00%	1,500	50.00%
132	Road freight or transport vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
140	Natural vegetation fire, other	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
142	Brush or brush-and-grass mixture fire	2	0.66%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
143	Grass fire	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
251	Excessive heat, scorch burns with no ignition	1	0.33%	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	178	58.75%	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 %
322	Motor vehicle accident with injuries	17	5.61%	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.	10	3.30%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
353	Removal of victim(s) from stalled elevator	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	2	0.66%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
421	Chemical hazard (no spill or leak)	1	0.33%	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	2	0.66%	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	0.99%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
461	Building or structure weakened or collapsed	1	0.33%	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	4	1.32%	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	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	1	0.33%	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	2	0.66%	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 %
555	Defective elevator, no occupants	1	0.33%	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	5	1.65%	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	19	6.27%	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	10	3.30%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
710	Malicious, mischievous false call, other	1	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
711	Municipal alarm system, malicious false alarm	1	0.33%	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	2	0.66%	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	3.63%	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	1	0.33%	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	7	2.31%	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	2	0.66%	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 %
745	Alarm system activation, no fire - unintentional	10	3.30%	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	0.33%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
Totals		303	100%	0	0	100%	0	100%	0	100%	0	100%	1,500	100%	1,500	100%	3,000	100%
Mutual Aid Given Incidents		11																

Training Division Monthly Report

February 2024

Overview

Recruit Class 2024-01 began on February 19th with a total of 9 candidates enrolled; 7 Dalton recruits and 2 Calhoun recruits. All suppression personnel completed a downed firefighter rescue course at City of Refuge titled RIT Operations in Voids and Unfinished Areas. 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 February totaled 2,992.

Outside Schools

5 firefighters attended Emergency Operations Center/Incident Command System Interface delivered by GEMA and hosted by Whitfield County EMA.

3 company officers attended a National Fire Academy direct-delivery offering of New Fire Chief 1: Challenging Issues hosted at the City of Calhoun Fire Training Center.

3 company officers attended a National Fire Academy direct-delivery offering of New Fire Chief 2: Administrative Issues hosted at the City of Calhoun Fire Training Center.

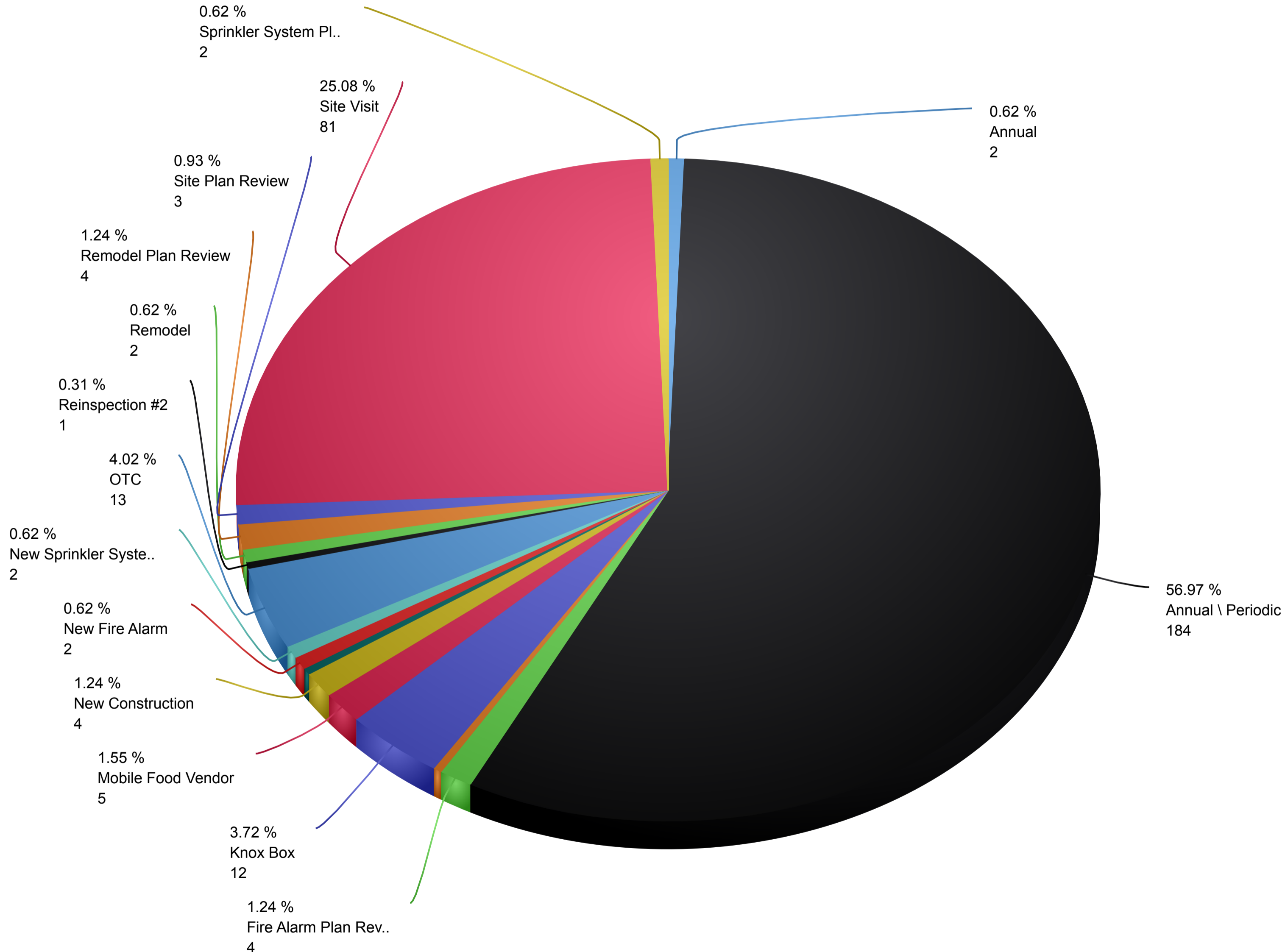
3 company officers attended a National Fire Academy direct-delivery offering of New Fire Chief 3: Contemporary Issues hosted at the City of Calhoun Fire Training Center.

1 prospective member of the Technical Rescue Team attended Technical Rescue: Core Qualifications at GPSTC.

Inspection Visit History by Inspection Type

02/01/2024-02/29/2024

- Annual
- Annual \ Periodic
- Fire Alarm Plan Review
- Fireworks Display
- Knox Box
- Mobile Food Vendor
- New Construction
- New Construction Plan Review
- New Fire Alarm
- New Sprinkler System
- OTC
- Reinspection #2
- Remodel
- Remodel Plan Review
- Site Plan Review
- Site Visit
- Sprinkler System Plan Review



Total of Inspection Type: 323

YEAR-TO-DATE BUDGET REPORT
0229/2024

FOR 2024 02			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
ACCOUNTS FOR:	GENERAL FUND - OPERATING		APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED
350000	511100	WAGES REG	6,607,000	0	6,607,000	830,675.42	.00	5,776,324.58	12.6%
350000	511300	WAGES - OT	561,000	0	561,000	55,741.78	.00	505,258.22	9.9%
350000	512100	GROUP INS	1,014,000	0	1,014,000	158,884.54	.00	855,115.46	15.7%
350000	512200	FICA & MED	551,000	0	551,000	75,866.96	.00	475,133.04	13.8%
350000	512401	RETDCP	469,000	0	469,000	65,993.16	.00	403,006.84	14.1%
350000	512402	RET DBP	1,070,000	0	1,070,000	140,856.88	.00	929,143.12	13.2%
350000	512403	RET STATE	29,000	0	29,000	4,500.00	.00	24,500.00	15.5%
350000	512700	WORKERS CO	120,000	0	120,000	20,000.00	.00	100,000.00	16.7%
350000	512900	OTHER EMPL	45,000	0	45,000	6,087.26	.00	38,912.74	13.5%
350000	512915	CLEANING A	50,000	0	50,000	122.00	.00	49,878.00	.2%
350000	512950	FD CANCER	19,000	0	19,000	16,835.00	.00	2,165.00	88.6%
350000	521200	HAZM PROFESSION	16,000	0	16,000	.00	.00	16,000.00	.0%
350000	521210	LEGAL FEES	5,000	0	5,000	1,075.00	.00	3,925.00	21.5%
350000	522140	LAWN CARE	5,000	155	5,155	5,152.00	.00	3.00	99.9%
350000	522210	BUILD R&M	60,000	0	60,000	8,981.82	306.08	50,712.10	15.5%
350000	522220	EQ REPAIRS	24,000	0	24,000	3,744.90	31.95	20,223.15	15.7%
350000	522220	APPA MTN APP	100,000	0	100,000	12,661.16	1,686.72	85,652.12	14.3%
350000	522320	RENT EQUIP	4,000	0	4,000	453.90	.00	3,546.10	11.3%
350000	523100	INSURANCE	37,000	0	37,000	910.00	.00	36,090.00	2.5%
350000	523200	COMMUNICAT	37,000	0	37,000	4,817.62	874.62	31,307.76	15.4%
350000	523500	TRAVEL	20,000	0	20,000	.00	270.00	19,730.00	1.4%
350000	523600	DUES	5,000	0	5,000	.00	.00	5,000.00	.0%
350000	523630	RADIO SUBC	12,000	0	12,000	10,492.20	.00	1,507.80	87.4%
350000	523640	VEHICLE IM	1,000	0	1,000	.00	.00	1,000.00	.0%
350000	523700	TRAINING	28,000	0	28,000	5,719.95	99.90	22,180.15	20.8%
350000	523900	OTHER PUR	0	0	0	103.90	.00	-103.90	100.0%
350000	523920	SOFT LIC	19,000	0	19,000	6,149.58	12,212.00	638.42	96.6%
350000	531100	SUP GENERA	25,000	0	25,000	567.41	.00	24,432.59	2.3%
350000	531110	SUP OFFICE	4,000	0	4,000	189.99	.00	3,810.01	4.7%
350000	531120	UNIFORMS	150,000	0	150,000	5,728.99	.00	144,271.01	3.8%
350000	531150	SUP GROUND	3,000	-155	2,845	.00	.00	2,845.00	.0%
350000	531200	UTILITIES	145,000	0	145,000	26,713.55	.00	118,286.45	18.4%
350000	531250	OIL	6,000	0	6,000	.00	.00	6,000.00	.0%
350000	531270	GASOLINE	17,000	0	17,000	1,395.40	.00	15,604.60	8.2%
350000	531275	DIESEL	63,000	0	63,000	8,941.53	.00	54,058.47	14.2%
350000	531300	MEALS FOOD	2,000	0	2,000	45.00	.00	1,955.00	2.3%
350000	531600	SMALL EQUI	30,000	0	30,000	.00	.00	30,000.00	.0%
350000	531700	OTHER SUPP	15,000	0	15,000	1,334.44	.00	13,665.56	8.9%
350000	531700	HAZM OTHER SUPP	12,000	0	12,000	770.99	.00	11,229.01	6.4%
350000	531700	SAFET OTHER SUPP	5,000	0	5,000	770.00	.00	4,230.00	15.4%
350000	542500	OTHER EQUI	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL GENERAL FUND - OPERATING			11,389,000	0	11,389,000	1,482,282.33	15,481.27	9,891,236.40	13.2%
TOTAL EXPENSES			11,389,000	0	11,389,000	1,482,282.33	15,481.27	9,891,236.40	

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-16
Effective: 03/22/2022
Revised:
Reviewed: 03/26/2024

Fire Chief Signature

DATE

Division: All

Subject: Return to Work, Restricted Duty Assignments

Scope: All Personnel

1. PURPOSE

- A. To clarify expectations related to returning to duty for personnel subject to NFPA 1582 and restricted-duty assignments
- B. This SOP applies to both certified and civilian personnel
- C. The City of Dalton Fire Department recognizes that this process affords mutual benefit to both the organization and affected employees.

2. POLICY

- A. ~~As outlined in The City of Dalton Employee Handbook,~~ This SOP is intended to supplement and not modify or replace any policy or other requirement in the City of Dalton Employee Handbook or any applicable law. Restricted duty is intended to provide a temporary assignment to an employee who is unable to perform their essential tasks of their regular duty employment due to a temporary injury, illness, or other condition.
- B. Providing a temporary Alternative- or Restricted-Duty assignment to an employee is contingent upon the availability of such assignments and the employee's ability to perform the assignments within her/his restrictions.
- C. This policy in no way affects the right of employees under the Family and Medical Leave Act (FMLA) or the Americans with Disabilities Act (ADA). ~~That is, an An~~ employee on FMLA leave may refuse to work restricted-duty assignments until the end of the employee's FMLA leave; however, refusing such restricted-duty assignments may impact the employee's workers' compensation benefits.
- D. Unless the employee has been placed on FMLA leave, an employee's refusal to accept restricted-duty assignment may be grounds for disciplinary action up to and including termination unless prohibited by the Georgia Workers' Compensation Act.
- E. Employees who suffer a job-related injury or illness will be required to provide DFD a certification from their health care provider or attending physician under Workers' Compensation Act and Rules if applicable indicating work status.

3. Definitions

- A. NFPA 1582 Category A Medical Condition – a medical condition that would preclude an individual from performing the essential job tasks of a firefighter in a training or emergency operational environment, or that would present a significant risk to the safety and health of that individual or others.
- B. NFPA 1582 Category B Medical Condition – a medical condition that, based on its severity or degree, may or may not preclude an individual from performing the essential job functions of a firefighter in a training or emergency operation environment, or may or may not present a significant risk to the safety and health of that individual or others.
- C. Restricted Duty – applies to all personnel, is an assignment that is assigned to accommodate a temporary medical, physical, or behavioral impairment to perform regularly assigned roles and responsibilities.

4. PROCEDURE

A. Prescheduled and Requested Restricted Duty

- i. Restricted duty status must be approved by the Fire Chief before the employee returns to the workplace in a restricted duty capacity.
- ii. Medical documentation is required for any change in the employee’s work restrictions or status. To remain on restricted duty status, the employee’s medical documentation must have dates that reflect the specific timeframes requested for restricted duty. Failure to timely provide proper documentation may result in the employee’s restricted duty status request being denied or revoked.
- iii. Employees shall provide the department with as much advance notice as possible when undergoing a planned medical procedure.
- iv. The Fire Chief will direct the restricted duty assignment and placement.

B. Duty-Related Injury: All personnel shall follow the City of Dalton and Dalton Fire Department injury reporting policies and notify their supervisor immediately, if injured while on duty.

C. Non-Duty Injury, Illness, or Medical Restriction: All Emergency Response Personnel must be in physical and mental condition to deploy for operations and be able to complete any and all assigned duties. When such an employee has an issue that precludes full participation in any assigned duties or operational readiness, as outlined by NFPA 1582, the employee shall notify their supervisor before returning to work. (See NFPA 1582 Category A & Category B)

D. Review and Approval of Restricted Duty Request

- i. Consistent with the City of Dalton and Dalton Fire Department policy, the Fire Chief shall exercise judgment and diligence in determining whether restricted duty work is available that meets the employee’s restrictions and abilities.

- ii. An employee will not be allowed to return to work in any capacity until appropriate medical documentation is received, reviewed and approved by the Fire Chief or designee.
- iii. Once received, the Fire Chief or designee will review the medical/physical restrictions identified in the medical provider documentation, and will determine if the employee will be approved for restricted duty status. The Fire Chief or designee will then notify the affected employee by phone or e-mail as to the status of their restricted duty request.
- iv. The employee's chain of command will also be notified that the employee will be in a restricted duty status.

E. Employee Responsibility

- i. All employees shall adhere to the medical restrictions that are identified by their medical provider.
- ii. Employees are not allowed to come to work if using narcotics or other medication that cause impairment.
- iii. Employees, while on restricted duty, may not take emergency action or otherwise engage in any action that places the employee, other personnel, or the public at undue risk.
- iv. Employees are required to have their medical provider update the status of their restrictions when their restrictions change or as requested by the Fire Chief or designee.
- v. In all circumstances, an update Medical Status Report must be submitted periodically (generally every two months) while the employee remains on restricted duty.

F. Restrictions and Special Considerations

- i. Restricted Duty assignments are limited to six (6) months (26 weeks total).
- ii. On a case-by-case basis the Chief may approve an extension of six (6) months (26 additional weeks), not to exceed twelve (12) months (52 weeks).
- iii. Restricted Duty assignments are only available if the medical provider believes the employee will be able to return to their regular duty position and perform the essential job tasks of the position.
- iv. If the employee's medical provider determines that the employee will not be able to return to her/his regular duty position and perform the essential functions of that position, the employee will work with administration and the City of Dalton Human Resources office to identify possible employment options.
- v. If the Department does not receive the required updated Medical Status Reports in a reasonable timeframe, the restricted duty assignment may be discontinued.

- vi. The length of an employee's restricted duty status will be measured by allotment, to include the time period where any extensions to the initial allotment are granted. This means that once an employee is approved for restricted duty status, their allotment will commence, to include re-occurrences of the same illness/injury, or any additional injuries/illnesses that may occur within the same timeframe.
- vii. Any leave taken during the period that the employee is in restricted duty status will not extend the employee's six (6) months or one (1) year allotment.
- viii. Assignments filled by restricted duty are to be temporary, and there is to be no expectation that of the assignment to become a permanent position.

G. Audit/Compliance Verification

- i. Once approved for restricted duty status, employees may be required to have a meeting with the Fire Chief or designee.
- ii. For extended restricted duty requests, mandatory monthly meetings will occur. The purpose of these meetings is to relay expectations and assure compliance with this SOP and intended purpose of the City of Dalton and Dalton Fire Department policies.
- iii. These meetings are also opportunities to discuss the ongoing needs of the employee and the department.
- iv. Supervisors of the employee assigned to restricted duty are responsible for auditing the work that their restricted duty employees are performing to assure that meaningful work is being accomplished.
- v. When a supervisor does not have meaningful work, the Fire Chief or designee is to be contacted. The Fire Chief or designee will determine whether there is meaningful work in a different division or city department and may reassign the employee as appropriate.

H. Return to Full-Duty Assignment

- i. In order to return from restricted duty to a full-duty status, medical clearance paperwork must be submitted and reviewed. For work and non-work/duty related injuries, the employee must submit paperwork, including the Medical Release for Work Form, from the medical provider indicating that the employee can return to work and perform the essential functions of her/his position.
- ii. The Fire Chief or designee must review the medical documentation and approve the return to duty before the employee may return to full-duty status.
- iii. Firefighting personnel expected to function in SCBA and PPE who have been off for extended periods of time will need to show physical fitness, demonstrate proficiency, and/or receive remediation training.
 - a. Employees who were off sixty (60) days or longer for injury/illness will need to:

- i. Have the Medical Release for Work Form completed by their provider
 - ii. Pass a department physical abilities test
- b. Employees who were off for one (1) year will need to:
 - i. Have the Medical Release for Work Form completed by their medical provider
 - ii. Pass a department physical abilities test
 - iii. Complete remediation training associated with any certifications required for job duties
 - a. If the employee worked restricted duty and was able to maintain certification training, this requirement can be exempted by the Fire Chief or designee

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-16
Effective: 03/22/2022
Revised: 03/26/2024
Reviewed: 03/26/2024

Fire Chief Signature

DATE

Division: All

Subject: Return to Work, Restricted Duty Assignments

Scope: All Personnel

1. PURPOSE

- A. To clarify expectations related to returning to duty for personnel subject to NFPA 1582 and restricted-duty assignments
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 - a. If the employee worked restricted duty and was able to maintain certification training, this requirement can be exempted by the Fire Chief or designee

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: C- 3
Effective: 02/27/2018
Revised: 03/26/2020
Reviewed: 03/26/2024

Fire Chief Signature

DATE

Policy: Media Communications

Scope: All Personnel

Procedure

It is the policy of the City of Dalton Fire Department that personnel are committed to cooperate fully with news media representatives in support of their “constitutional” guarantees of the First Amendment. Personnel will provide factual and timely information on a fair and impartial basis without jeopardizing the rights of victims or compromising investigations. Information will be released in compliance with the Georgia Open Records Act O.C.G.A. 50-18-70.

Media contact concerning an incident

It shall be the responsibility of the incident commander or his/her designee to brief all media that request an interview on the scene of an incident. A media briefing shall be conducted at the incident commander’s/designee’s earliest convenience and should be repeated as often as necessary. When the situation dictates that full attention be placed on the ongoing incident, a staging area for media should be designated.

If the incident is large scale or extended duration, the City of Dalton Public Information Officer may be requested to act as the public information officer for the incident. If he/she is available, the incident commander shall keep him/her updated with important details of the incident.

After returning to service from a structure fire, the incident commander or his/her designee shall complete a media statement. This statement shall be forwarded to the City of Dalton Public Information Officer for distribution to all area media sources. The media statement shall also be forwarded to the administrative assistant. All other questions shall be forwarded to the on-duty officer in charge.

Direct access to the incident scene by media representatives shall be allowed only after the investigation is complete and they shall only be allowed in areas deemed safe while the fire department maintains custody of the scene. Observation points may be established in safe areas for the media while the scene is active and during the investigation. During large scale events when working under a unified command, press conferences may be called. A representative

shall be assigned to speak for the department to give media information concerning fire department activities at the incident.

Media request for information concerning fire department business

Any request for information or an interview concerning activities not related to an incident shall be delegated to the appropriate division. If there is doubt as to who should fulfill this media request, contact shall be made to the Chief or Deputy Chief for guidance.

Information restricted to release by the Fire Chief

Statements of departmental policy, official responses to criticisms, comments critical of another agency, institution, or public official, information concerning confidential agency investigations or operations, or statements pertaining to pending litigation involving the department shall only be addressed by the Fire Chief. This includes information regarding an internal investigation of alleged misconduct by members of the department, disciplinary action taken as a result of any such investigation, or names of department members subject to disciplinary action as a result of an ongoing or completed investigation.

Media request for information concerning City of Dalton business

Any request for information concerning activities not related directly to fire department business shall be directed to the city administrator's office.

Miscellaneous

It is important that the department "speak with one voice" in providing accurate and consistent information. Only authorized personnel shall speak to the media. Any media request directed to unauthorized personnel shall be referred to the incident commander or officer-in-charge.

When speaking to the media, do not respond with "no comment" or speculate on causation. Authorized personnel may release factual information of a general nature to the media, as governed by this or other policies or laws. Media has a responsibility to get the news and report it. It is our responsibility to give them accurate details as we can. This will reduce the chance for misinformation.

Names of victims may not be given until notifications have been completed and information has been officially released by the Fire Chief. The release of this information shall be coordinated with law enforcement and the coroner's office.

No one below the rank of Chief Officer or Division Coordinator shall communicate with the media unless express permission is given by a Chief Officer or Division Coordinator.