



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, FEBRUARY 28, 2023
8:30 AM
MACK GASTON COMMUNITY CENTER**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Police Department Life Saving Award Presentations - Lt Michael Houck, Officer Steven Johnson and Officer Keith Black

Election of Officers

- [2.](#) Election of Chairman
Election of Secretary

Approval of Minutes

- [3.](#) January 24, 2023

Police Department

- [4.](#) Crime/Crash Statistics January 2023
- [5.](#) Financial Statistics January 2023
- [6.](#) Written Directive Review
- [7.](#) Police Department Property Transfers

Fire Department

- [8.](#) Statistical Report for January 2023
- [9.](#) Financial Report for January 2023
- [10.](#) FD-New SOP
 1. SOP T-4 Compensable Hours (Training)
 2. Training Class Approval Request

City Charter

- [11.](#) City Charter Updates - Q&A

Adjournment

William C Cason III
Chief of Police
www.daltonpd.com
www.daltonga.gov



Public Safety Commission
Terry Mathis
Anthony Walker
Bill Weaver
Truman Whitfield
Alex Brown

DALTON POLICE DEPARTMENT

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

February 28, 2023

Lieutenant Michael Houck
Dalton Police Department
301 Jones Street
Dalton GA 30720

Dear Lieutenant Houck,

I am writing to commend you for your outstanding work and leadership on December 12, 2022 at the scene of an unresponsive male who was not breathing. Your willingness to act quickly during a stressful situation and your efforts on that scene were a great example of the professionalism and courage we provide for our community every day. Your decision to use your training and equipment to address a serious, life threatening condition led directly to the preservation of life. Your actions reinforce the values and mission of our department in that we aim every day to provide a safe environment with professional quality police service. I want to thank you again for your outstanding service to our community.

Best Regards,

A handwritten signature in blue ink, appearing to read "William C. Cason III", with a stylized flourish at the end.

Chief William Cason III

Award for
OUTSTANDING
PERFORMANCE



Lieutenant Michael Houck

For your dedication and unselfish acts on December 12, 2022 that directly contributed to the preservation of human life. We are proud of you and your actions. You are a direct reflection of the pride we take in our profession and a great example of the selfless acts that our men and women take to help others.

February 28, 2023

Date


Chief of Police, Cliff Cason

William C Cason III
Chief of Police
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February 28, 2023

Officer Keith Black
Dalton Police Department
301 Jones Street
Dalton GA 30720

Dear Officer Black,

I am writing to commend you for your outstanding work on December 12, 2022 at the scene of an unresponsive male who was not breathing. Your willingness to act quickly during a stressful situation and your efforts on that scene were a great example of the professionalism and courage we provide for our community every day. Your decision to use your training and equipment to address a serious, life threatening condition led directly to the preservation of life. Your actions reinforce the values and mission of our department in that we aim every day to provide a safe environment with professional quality police service. I want to thank you again for your outstanding service to our community.

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February 28, 2023
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Chief of Police, Cliff Cason

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Officer Steven Johnson
Dalton Police Department
301 Jones Street
Dalton GA 30720

Dear Officer Johnson,

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February 28, 2023

Date

Cliff Cason
Chief of Police, Cliff Cason

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
JANUARY 24, 2023

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

AGENDA APPROVAL

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

PERSONNEL MATTERS

Fire Department – Gary Stanley Promotion

On the motion of Commissioner Weaver, second Commissioner Brown, the Commission approved the promotion of Firefighter 3, Gary Stanley to the rank of Lieutenant. The vote was unanimous in favor.

Fire Department – Certificate of Commendation

Fire Chief Todd Pangle presented a Certificate of Commendation to Firefighter 3, Gary Stanley for providing aid to an individual involved in a motor vehicle accident on Saturday, December 17, 2022 at 1100 Mill Creek Road SW. Chief Pangle stated firefighter Stanley's rapid assessment ultimately resulted in a successful patient outcome.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes of December 20, 2022. On the motion of Commissioner Brown, second Commissioner Walker, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for December 2022

Assistant Police Chief Chris Crossen gave a written and oral summary of the Crime and Crash Statistical Reports for the month of December 2022. As noted in the written summary, Assistant Chief Crossen reported the rate of Year to Date Part I crimes are approximately 7.7% lower and Part II crimes are approximately 27% lower when compared to the past 5-year average. Assistant Chief Crossen further reported there were 137 non-private property crashes reported for the month and non-injury crashes increased over the previous month.

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

Financial Statistics for December 2022

Assistant Police Chief Chris Crossen presented the Financial Report for all divisions within the Dalton Police Department for the month of December 2022. Assistant Chief Crossen reported the department has expended 97% of their budget, and the department came in 3% under budget for the 2022 FY end.

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

FIRE DEPARTMENT

Monthly Statistical Report – December 2022

Fire Chief Todd Pangle presented the December 2022 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, which included the Incident Report with 382 Total Responses, an Injuries and Property Report, NFPA Fire Experience Survey, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – December 2022

Fire Chief Todd Pangle presented the Financial Report for the month of December 2022 to the Commission. Chief Pangle stated the department has expended 98% of their and the department came in approximately 2% under budget for the 2022 FY end.

On the motion of Commissioner Walker, second Commissioner Brown, 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 SOP T-3 – Safety on the Training Ground

On the motion of Commissioner Weaver, second Commissioner Brown, the Commission approved the reviewed Standard Operating Procedure (SOP T-3 – Safety on the Training Ground). The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Walker, the meeting was adjourned at 9:03 a.m.

Terry Mathis, Chairman

ATTEST:

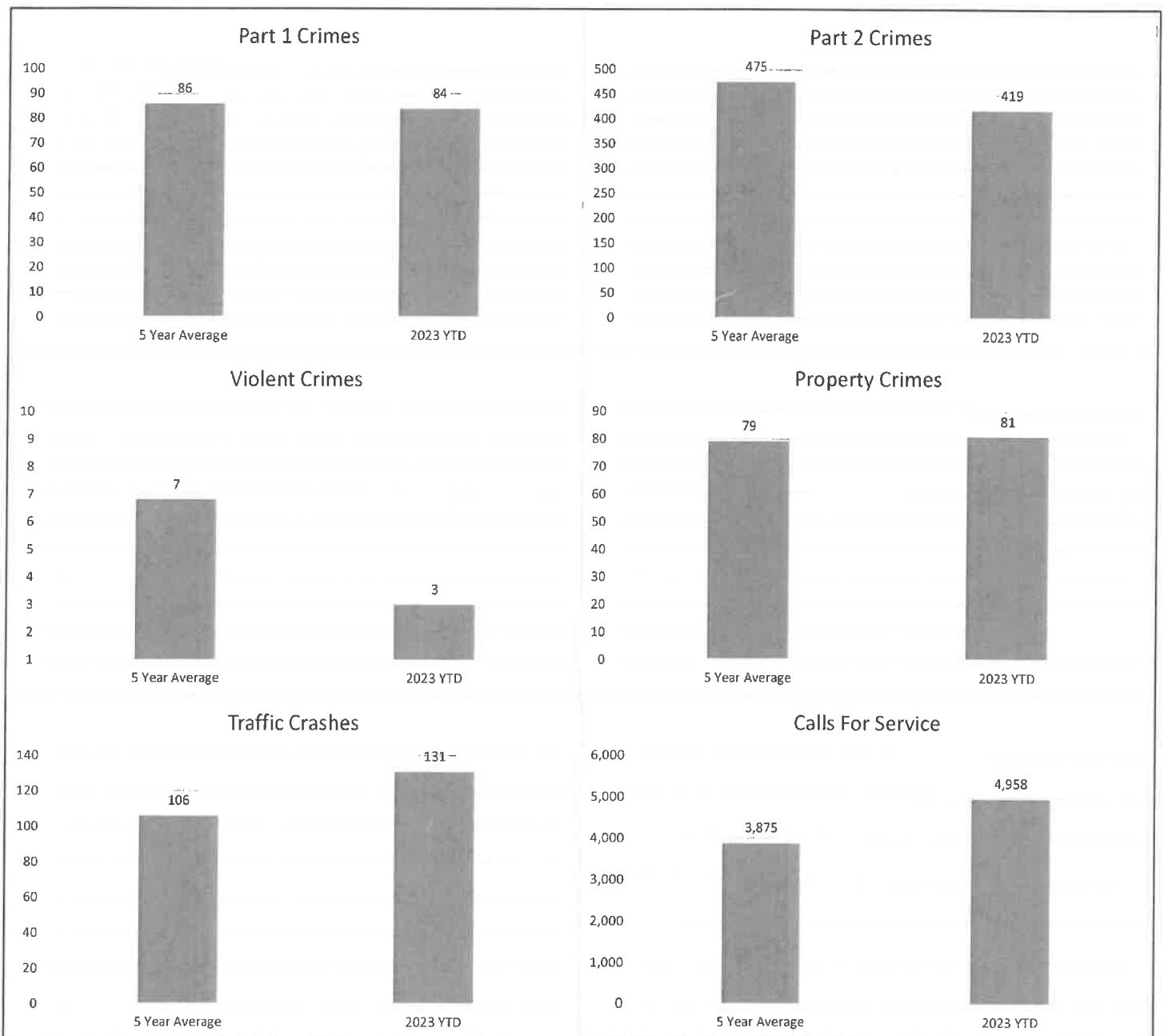
Anthony Walker, Secretary

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
FEBRUARY 28, 2023**

Summary of Data and Crime Statistics for January 2023

General

The following statistics compare 2023 year-to-date statistics with the previous five years. Part 1 crimes are approximately 2.3% lower than the five-year statistics. Part 2 crimes have decreased by approximately 11.9% during the same time. Property crimes show an increase of approximately 2.3% from the five-year average. Violent crimes have decreased to 3 from the five-year average of 7. Traffic crashes are approximately 23.6% higher than the five-year average. Calls for service show an increase of approximately 27.9% during the same time.



**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
FEBRUARY 28, 2023**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2019-2023

January 2023

	2019	2020	2021	2022	2023	TREND
Part I Crimes YTD	101	82	80	58	84	
Homicides	0	0	0	0	0	
Rape	2	1	2	0	1	
Robbery	1	0	0	3	0	
Aggravated Assault	1	5	8	6	2	
Violent Crime Totals	4	6	10	9	3	
Burglary	12	4	3	7	5	
Larceny-Theft	81	66	59	40	70	
Motor Vehicle Theft	4	6	8	2	6	
Arson	0	0	0	0	0	
Property Crime Totals	97	76	70	49	81	
Violent Crime Clearance	200%	150%	60%	178%	67%	
Property Crime Clearance	48%	47%	56%	61%	44%	
Part I Arrests	47	43	32	33	24	
Citations	1,867	1,494	1,053	1,162	1,830	
Calls for Service	4,485	4,480	3,402	3,329	4,958	
Traffic Crashes	112	116	102	88	131	

Analysis

In the year to date 2023 there have been 84 Part 1 crimes reported, compared to 58 in 2022. Traffic crashes have increased approximately 48.86 % from 2022. Calls for service have increased by approximately 48.93% from 2022.

There have been 3 violent crimes reported 2023 YTD compared to 9 reported violent crimes 2022 YTD. There have been 2 aggravated assaults reported in 2023 compared to 6 in 2022. Year to date property crimes have shown an increase of approximately 65.31% when compared to 2022 YTD statistics.

Based on the statistics from the previous five years, property crime numbers slightly higher than the average of 79. Violent crime numbers are slightly lower than the five-year average of 6.8.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
FEBRUARY 28, 2023**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2023	2022			2023	2022			2023	2022
	1/23	1/22	YTD	YTD	1/23	1/22	YTD	YTD	1/23	1/22	YTD	YTD
Part I Offenses												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	0	1	0	0	0	0	0	0	0	0	0
Robbery	0	3	0	3	0	14	0	14	0	14	0	14
Aggravated Assault	2	6	2	6	2	2	2	2	2	1	2	1
Burglary	5	7	5	7	2	2	2	2	1	1	1	1
Larceny - Theft	70	40	70	40	32	27	32	27	19	17	19	17
Motor Vehicle Theft	6	2	6	2	1	1	1	1	1	0	1	0
Arson	0	0	0	0	1	0	1	0	1	0	1	0
PART I SUBTOTAL	84	58	84	58	38	46	38	46	24	33	24	33
Part II Offenses												
Other Assaults - not agg.	27	34	27	34	23	28	23	28	13	19	13	19
Forgery/Counterfeiting	5	11	5	11	4	4	4	4	4	4	4	4
Fraud	11	16	11	16	2	4	2	4	1	3	1	3
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	1	2	1	2	0	2	0	2	0	2	0	2
Vandalism	21	15	21	15	5	5	5	5	4	3	4	3
Weapons Violations	6	3	6	3	9	2	9	2	9	2	9	2
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	4	1	4	1	2	5	2	5	1	0	1	0
Drug Sales	7	1	7	1	7	1	7	1	7	0	7	0
Drug Possession	28	17	28	17	24	19	24	19	17	15	17	15
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	3	3	3	3	3	2	3	2	3	2	3	2
Liquor Violations	6	5	6	5	5	3	5	3	5	3	5	3
Drunkenness	6	12	6	12	6	11	6	11	6	11	6	11
Other Disorderly Conduct	15	11	15	11	16	13	16	13	13	10	13	10
Curfew Violations	1	0	1	0	1	0	1	0	0	0	0	0
All Other Offenses	258	224	258	224	345	255	345	255	320	233	320	233
DUI	20	12	20	12	20	12	20	12	20	12	20	12
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	419	367	419	367	472	366	472	366	423	319	423	319
PART I AND II TOTAL	503	425	503	425	510	412	510	412	447	352	447	352
Crashes	2023 2022				Enforcement				2023 2022			
	1/23	1/22	YTD	YTD					1/23	1/22	YTD	YTD
Public Roadway	131	88	131	88	Citations				712	642	712	642
					Warnings				1,118	520	1,118	520
911 Calls	4,958	3,329	4,958	3,329	Totals				1,830	1,162	1,830	1,162

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
FEBRUARY 28, 2023**

January 2023 Crash Statistics

In January 2023 there were 131 non-private property crashes reported. Non-injury and injury crashes decreased compared to the previous month. Angle and rear end crashes were the most prevalent during January 2023. Following too closely was the leading contributing factor in non-injury crashes. Failure to yield was the leading contributing factor in injury crashes. Walnut Ave had the highest number of non-injury and injury crashes in January 2023.

January 2023 Crash Statistics						
Total Crashes	January 2023	December 2022	Change	YTD 2023	YTD 2022	Change
	131	137	-4.4%	131	88	48.9%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	28	18	10	0	0	7
Total Injuries	43					
DUI Crashes	Speed Crashes	Distracted Crashes		Following Too Closely Crashes		
8	6	15		21		
Day of the Week	Total		Time of Day	Total		
Monday	23		0000 - 0559	3		
Tuesday	29		0600 - 0859	26		
Wednesday	14		0900 - 1059	12		
Thursday	17		1100 - 1359	21		
Friday	17		1400 - 1559	19		
Saturday	10		1600 - 1859	28		
Sunday	21		1900 - 2159	19		
			2200 - 2359	3		
Collision Type	Total		Contributing Factors		Total	
Angle	52		Failure To Yield		26	
Rear End	40		Following Too Closely		21	
Sideswipe - Same Direction	20		Changed Lanes Improperly		19	
Collision with an Object	11		Distracted		15	
Head On	4		Improper Turn		13	
Sideswipe - Opposite Direction	4					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	24	18.3%	8	18.6%		
Chattanooga Rd	17	13.0%	7	16.3%		
E Morris St	9	6.9%	2	4.7%		
M L King Jr Blvd	7	5.3%	3	7.0%		
Shugart Rd	6	4.6%	3	7.0%		
Selective Enforcement Details	Locations		Total Details	Violations		
December 2022	Glenwood Ave, Walnut Ave, MLK Jr		30	249		

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING

FEBRUARY 28, 2023

SUMMARY OF THE FINANCIAL STATISTICS FOR JANUARY 2023

The police department has started the budget cycle for FY 202. Currently, we have spent approximately 9.6% of our 2023 budget.

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
321000 PD ADMINISTRATION								
321000 511100	WAGES - REGULAR	477,000	0	477,000	45,394.17	.00	431,605.83	9.5%
321000 511300	WAGES - OVERTIME	1,700	0	1,700	8.45	.00	1,691.55	.5%
321000 512100	GROUP INSURANCE	38,780	0	38,780	3,699.94	.00	35,080.06	9.5%
321000 512200	FICA & MEDICARE	37,000	0	37,000	4,081.21	.00	32,918.79	11.0%
321000 512401	RETIREMENT DCP	14,940	0	14,940	1,624.67	.00	13,315.33	10.9%
321000 512402	RETIREMENT DBP	40,250	0	40,250	4,593.85	.00	35,656.15	11.4%
321000 512403	RETIREMENT STATE	1,200	0	1,200	200.00	.00	1,000.00	16.7%
321000 512700	WORKERS COMPENSAT	10,100	0	10,100	.00	.00	10,100.00	.0%
321000 512900	OTHER EMPLOYEE BE	3,750	0	3,750	225.79	.00	3,524.21	6.0%
321000 512915	CLEANING ALLOWANC	1,800	0	1,800	.00	90.25	1,709.75	5.0%
321000 512916	CLOTHING ALLOWANC	1,800	0	1,800	.00	.00	1,800.00	.0%
321000 521210	PROFESSIONAL - LE	20,000	0	20,000	677.50	.00	19,322.50	3.4%
321000 521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	.0%
321000 522220	EQUIPMENT MAINT &	5,000	0	5,000	.00	.00	5,000.00	.0%
321000 522230	VEHICLE REPAIRS &	4,000	0	4,000	776.00	.00	3,224.00	19.4%
321000 522320	RENTAL - EQUIPMEN	9,000	0	9,000	419.40	387.47	8,193.13	9.0%
321000 523100	INSURANCE COMMERC	118,000	0	118,000	.00	.00	118,000.00	.0%
321000 523200	COMMUNICATIONS	50,000	0	50,000	4,076.13	.00	45,923.87	8.2%
321000 523210	POSTAGE	3,500	0	3,500	130.35	9.40	3,369.25	4.0%
321000 523400	PRINTING & BINDIN	3,000	0	3,000	85.00	828.00	2,087.00	30.4%
321000 523500	TRAVEL	9,000	0	9,000	259.00	1,244.65	7,496.35	16.7%
321000 523600	DUES & FEES	4,000	0	4,000	540.00	.00	3,460.00	13.5%
321000 523630	RADIO SUBSCRIBER F	27,000	0	27,000	.00	.00	27,000.00	.0%
321000 523700	TRAINING & EDUCAT	7,500	0	7,500	.00	765.00	6,735.00	10.2%
321000 523850	CONTRACT LABOR	5,400	0	5,400	.00	.00	5,400.00	.0%
321000 523920	SOFTWARE LICENSES	177,900	0	177,900	94,361.80	.00	83,538.20	53.0%
321000 531100	SUPPLIES - GENERA	800	0	800	.00	30.58	769.42	3.8%
321000 531110	SUPPLIES - OFFICE	2,000	0	2,000	.00	25.99	1,974.01	1.3%
321000 531250	OIL	1,000	0	1,000	.00	.00	1,000.00	.0%
321000 531270	GASOLINE	6,000	0	6,000	517.17	85.94	5,396.89	10.1%
321000 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
321000 531600	SMALL EQUIPMENT <	1,400	0	1,400	1,400.00	.00	.00	100.0%
321000 531700	OTHER SUPPLIES	2,000	0	2,000	.00	172.53	1,827.47	8.6%
TOTAL PD ADMINISTRATION		1,090,820	0	1,090,820	163,070.43	3,639.81	924,109.76	15.3%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322100 PD CRIMINAL INVESTIGATION DIV								
322100 511100	WAGES - REGULAR	1,092,350	0	1,092,350	90,934.81	.00	1,001,415.19	8.3%
322100 511300	WAGES - OVERTIME	48,700	0	48,700	607.78	.00	48,092.22	1.2%
322100 512100	GROUP INSURANCE	212,400	0	212,400	23,101.84	.00	189,298.16	10.9%
322100 512200	FICA & MEDICARE	87,300	0	87,300	8,042.01	.00	79,257.99	9.2%
322100 512401	RETIREMENT DCP	78,500	0	78,500	6,052.85	.00	72,447.15	7.7%
322100 512402	RETIREMENT DBP	44,500	0	44,500	6,379.23	.00	38,120.77	14.3%
322100 512403	RETIREMENT STATE	4,500	0	4,500	650.00	.00	3,850.00	14.4%
322100 512700	WORKERS COMPENSAT	28,680	0	28,680	.00	.00	28,680.00	.0%
322100 512900	OTHER EMPLOYEE BE	6,800	0	6,800	461.24	.00	6,338.76	6.8%
322100 512915	CLEANING ALLOWANC	4,000	0	4,000	.00	316.25	3,683.75	7.9%
322100 512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100 522220	EQUIPMENT MAINT &	3,500	0	3,500	186.21	.00	3,313.79	5.3%
322100 522230	VEHICLE REPAIRS &	7,000	0	7,000	964.20	2,115.63	3,920.17	44.0%
322100 523500	TRAVEL	14,400	0	14,400	693.00	368.00	13,339.00	7.4%
322100 523600	DUES & FEES	5,500	0	5,500	.00	.00	5,500.00	.0%
322100 523700	TRAINING & EDUCAT	14,400	0	14,400	2,385.00	.00	12,015.00	16.6%
322100 523900	PEPT OTHER PURCHAS	25,000	0	25,000	.00	.00	25,000.00	.0%
322100 531100	SUPPLIES - GENERA	3,500	0	3,500	166.67	349.74	2,983.59	14.8%
322100 531110	SUPPLIES - OFFICE	4,000	0	4,000	.00	1,181.02	2,818.98	29.5%
322100 531250	OIL	3,400	0	3,400	.00	.00	3,400.00	.0%
322100 531270	GASOLINE	18,500	0	18,500	1,240.39	36.15	17,223.46	6.9%
322100 531300	MEALS - FOOD	700	0	700	.00	.00	700.00	.0%
322100 531700	OTHER SUPPLIES	5,000	0	5,000	.00	233.26	4,766.74	4.7%
322100 542400	COMPUTERS & COMPU	14,400	0	14,400	.00	.00	14,400.00	.0%
TOTAL PD CRIMINAL INVESTIGATION DIV		1,736,030	0	1,736,030	141,865.23	4,600.05	1,589,564.72	8.4%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322300 PD PATROL								
322300 511100	WAGES - REGULAR	3,980,700	0	3,980,700	340,241.72	.00	3,640,458.28	8.5%
322300 511300	WAGES - OVERTIME	67,800	0	67,800	8,114.45	.00	59,685.55	12.0%
322300 512100	GROUP INSURANCE	611,670	0	611,670	71,514.47	.00	540,155.53	11.7%
322300 512200	FICA & MEDICARE	309,750	0	309,750	30,986.40	.00	278,763.60	10.0%
322300 512401	RETIREMENT DCP	352,600	0	352,600	35,185.14	.00	317,414.86	10.0%
322300 512402	RETIREMENT DBP	60,800	0	60,800	4,799.67	.00	56,000.33	7.9%
322300 512403	RETIREMENT STATE	21,500	0	21,500	2,875.00	.00	18,625.00	13.4%
322300 512700	WORKERS COMPENSAT	121,380	0	121,380	.00	.00	121,380.00	.0%
322300 512900	OTHER EMPLOYEE BE	25,400	0	25,400	1,800.45	.00	23,599.55	7.1%
322300 512915	CLEANING ALLOWANC	10,000	0	10,000	.00	747.50	9,252.50	7.5%
322300 522220	EQUIPMENT MAINT &	11,500	0	11,500	30.00	635.76	10,834.24	5.8%
322300 522230	VEHICLE REPAIRS &	48,000	0	48,000	3,279.13	2,462.67	42,258.20	12.0%
322300 522230	SHOP VEHICLE EXP -	128,000	0	128,000	8,509.60	.00	119,490.40	6.6%
322300 523500	TRAVEL	64,500	0	64,500	2,086.56	1,353.90	61,059.54	5.3%
322300 523600	DUES & FEES	3,800	0	3,800	390.00	.00	3,410.00	10.3%
322300 523700	TRAINING & EDUCAT	44,000	0	44,000	7,654.74	845.00	35,500.26	19.3%
322300 531100	SUPPLIES - GENERA	5,500	0	5,500	477.26	318.30	4,704.44	14.5%
322300 531110	SUPPLIES - OFFICE	3,000	0	3,000	.00	98.67	2,901.33	3.3%
322300 531120	UNIFORMS	64,000	0	64,000	2,635.38	.00	61,364.62	4.1%
322300 531250	OIL	3,000	0	3,000	.00	.00	3,000.00	.0%
322300 531270	GASOLINE	175,000	0	175,000	13,790.56	.00	161,209.44	7.9%
322300 531300	MEALS - FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
322300 531600	SMALL EQUIPMENT <	35,295	0	35,295	2,821.24	7,672.50	24,801.26	29.7%
322300 531700	OTHER SUPPLIES	5,000	0	5,000	.00	.00	5,000.00	.0%
TOTAL PD PATROL		6,154,195	0	6,154,195	537,191.77	14,134.30	5,602,868.93	9.0%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322400 PD SUPPORT SERVICES								
322400 511100	WAGES - REGULAR	687,750	0	687,750	77,638.32	.00	610,111.68	11.3%
322400 511200	WAGES - PART TIME	12,000	0	12,000	.00	.00	12,000.00	.0%
322400 511300	WAGES - OVERTIME	11,375	0	11,375	77.44	.00	11,297.56	.7%
322400 512100	GROUP INSURANCE	162,720	0	162,720	17,030.82	.00	145,689.18	10.5%
322400 512200	FICA & MEDICARE	54,400	0	54,400	6,608.72	.00	47,791.28	12.1%
322400 512401	RETIREMENT DCP	40,300	0	40,300	3,772.45	.00	36,527.55	9.4%
322400 512402	RETIREMENT DBP	37,000	0	37,000	6,289.70	.00	30,710.30	17.0%
322400 512403	RETIREMENT STATE	1,200	0	1,200	225.00	.00	975.00	18.8%
322400 512700	WORKERS COMPENSAT	21,840	0	21,840	.00	.00	21,840.00	.0%
322400 512900	OTHER EMPLOYEE BE	4,200	0	4,200	316.85	.00	3,883.15	7.5%
322400 512915	CLEANING ALLOWANC	2,400	0	2,400	.00	76.00	2,324.00	3.2%
322400 512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
322400 513000	TECHNICAL CONTRAC	18,500	0	18,500	160.00	8.25	18,331.75	.9%
322400 522140	LAWN CARE CONTRAC	13,500	0	13,500	1,218.25	257.00	12,024.75	10.9%
322400 522210	BUILDING REPAIRS	40,000	0	40,000	5,740.16	55.92	34,203.92	14.5%
322400 522230	VEHICLE REPAIRS &	3,000	0	3,000	.00	.00	3,000.00	.0%
322400 523500	TRAVEL	21,000	0	21,000	92.00	.00	20,908.00	.4%
322400 523600	DUES & FEES	2,700	0	2,700	355.00	.00	2,345.00	13.1%
322400 523620	CREDIT CARD & BAN	450	0	450	.00	.00	450.00	.0%
322400 523700	TRAINING & EDUCAT	21,000	0	21,000	685.00	64.15	20,250.85	3.6%
322400 531100	SUPPLIES - GENERA	3,500	0	3,500	149.67	.00	3,350.33	4.3%
322400 531110	SUPPLIES - OFFICE	3,200	0	3,200	.00	101.97	3,098.03	3.2%
322400 531120	UNIFORMS	4,000	0	4,000	.00	.00	4,000.00	.0%
322400 531150	SUPPLIES - GROUND	2,500	0	2,500	.00	.00	2,500.00	.0%
322400 531155	SUPPLIES - BUILDI	28,000	0	28,000	880.49	24.72	27,094.79	3.2%
322400 531200	UTILITIES	62,500	0	62,500	4,490.97	.00	58,009.03	7.2%
322400 531250	OIL	300	0	300	.00	.00	300.00	.0%
322400 531270	GASOLINE	8,000	0	8,000	567.26	.00	7,432.74	7.1%
322400 531300	MEALS - FOOD	500	0	500	.00	299.63	200.37	59.9%
322400 531700	OTHER SUPPLIES	14,000	0	14,000	.00	.00	14,000.00	.0%
TOTAL PD SUPPORT SERVICES		1,282,435	0	1,282,435	126,298.10	887.64	1,155,249.26	9.9%

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR: 0010	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	105,000	0	105,000	.00	7,674.70	97,325.30	7.3%
	TOTAL CUSTODY OF PRISONERS	105,000	0	105,000	.00	7,674.70	97,325.30	7.3%
	TOTAL GENERAL FUND - OPERATING	10,368,480	0	10,368,480	968,425.53	30,936.50	9,369,117.97	9.6%
	TOTAL EXPENSES	10,368,480	0	10,368,480	968,425.53	30,936.50	9,369,117.97	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,368,480	0	10,368,480	968,425.53	30,936.50	9,369,117.97	9.6%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99

ACCOUNTS FOR: 0210	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFERS/ ADJUSTMTS	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	.0%
210001 361400	STATE INTEREST INC	-250	0	-250	.00	.00	-250.00	.0%
210001 361400	TREAS INTEREST TRE	-50	0	-50	.00	.00	-50.00	.0%
210001 392100	STATE SALE OF ASSE	-6,000	0	-6,000	.00	.00	-6,000.00	.0%
TOTAL REVENUES		-56,300	0	-56,300	.00	.00	-56,300.00	.0%

The City of Dalton



YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

ACCOUNTS FOR:	CONFISCATED ASSETS	ORIGINAL APPROP	TRANSFERS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
0210								
210415	EXPENDITURES							
210415 521100	STATE OFFICIAL/ADM	4,500	0	4,500	438.10	.00	4,061.90	9.7%
210415 523200	STATE COMMUNICATIO	23,000	0	23,000	1,645.22	.00	21,354.78	7.2%
210415 523300	STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523700	STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415 531600	STATE SMALL EQUIPM	22,000	0	22,000	.00	.00	22,000.00	.0%
210415 531600	TREAS SMALL EQUIPM	500	0	500	.00	.00	500.00	.0%
210415 531700	STATE OTHER SUPPLI	500	0	500	286.00	.00	214.00	57.2%
	TOTAL EXPENDITURES	65,600	0	65,600	2,369.32	.00	63,230.68	3.6%
	TOTAL CONFISCATED ASSETS	9,300	0	9,300	2,369.32	.00	6,930.68	25.5%
	TOTAL REVENUES	-56,300	0	-56,300	.00	.00	-56,300.00	
	TOTAL EXPENSES	65,600	0	65,600	2,369.32	.00	63,230.68	

YEAR-TO-DATE BUDGET REPORT

FOR 2023 99

	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	9,300	0	9,300	2,369.32	.00	6,930.68	25.5%

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

YEAR-TO-DATE BUDGET REPORT

FOR 2023 '99

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
370005 EXPENDITURES								
370005 522210 350 FACILITY REPAIR		0	0	0	.00	8,325.66	-8,325.66	100.0%
370005 541200 610 SITE IMPROVEME		0	0	0	.00	1,248,426.00	-1,248,426.00	100.0%
370005 541300 610 BUILDINGS & BU		0	0	0	.00	349,359.73	-349,359.73	100.0%
370005 542500 132 OTHER EQUIPMEN		0	0	0	3,060.82	976.94	-4,037.76	100.0%
TOTAL EXPENDITURES		0	0	0	3,060.82	1,607,088.33	-1,610,149.15	100.0%
TOTAL CAPITAL ACQUISITION FUND		0	0	0	3,060.82	1,607,088.33	-1,610,149.15	100.0%
TOTAL EXPENSES		0	0	0	3,060.82	1,607,088.33	-1,610,149.15	

YEAR-TO-DATE BUDGET REPORT



FOR 2023 99

	ORIGINAL APPROP	TRANSFERS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	3,060.82	1,607,088.33	-1,610,149.15	100.0%

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

YEAR-TO-DATE

[illegible]

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
					167,927.96
1/25/2023	PO 21220048	AT&T Nov 29 - Dec 28 Cell Phones		1,647.63	166,280.33
1/25/2023	PO 21230001	Union Point Towing - 23-000105 Towed Black Ford F150 & Tow 21 Quality Cargo		230.00	166,050.33
1/31/2023		Interest Credit	388.79		166,439.12
1/31/2023	PO 21230002	DA's Office - Faulkenberry Seizure Court Costs		207.50	166,231.62
1/31/2023	PO 21230003	Clerk's Office - Faulkenberry Seizure Court Costs		82.00	166,149.62
1/31/2023	PO 21230004	DA's Office - Caldwell Seizure Court Costs		66.60	166,083.02
1/31/2023	PO 21230005	Clerk's Office - Caldwell Seizure Court Costs		82.00	166,001.02

[illegible]

Federal Forfeitures Fund

[illegible]

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

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
4.6		<u>Search of Motor Vehicles</u>
	1	Updated Revision and Re-evaluation dates
	2	Section II – Rewording, Rearrange Items (D)(1) and (D)(2)
	3	Section II – Rewording, new language
7.1		<u>Crime Scenes</u>
	1	Updated Revision and Re-evaluation dates
	4-6	Section V – Rewording, new language, new item (B)(6)
7.9		<u>Overt Electronic Recording and Monitoring</u>
	1	Updated Revision and Re-evaluation dates
7.13		<u>Polygraph Examination Procedures</u>
	1	Updated Revision and Re-evaluation dates

DALTON POLICE DEPARTMENT

		<i>Effective Date</i> January 27, 2004	<i>Number</i> GO04-4.6
<i>Subject</i> Search of Motor Vehicles			
<i>Reference</i> CALEA Standard – 1.2.4		<i>Revised</i> February 23, 2021 28, 2023	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> February 2023 2025		<i>No. Pages</i> 5

I. Policy

The policy of the Dalton Police Department is to only conduct searches of motor vehicles that are legal, thorough, and with regard for the safety of Officers, other persons, and the property involved, while strictly observing the constitutional rights of drivers and other occupants.

II. Procedures

A. Officer Safety

1. Officers shall not search vehicles alone. At least two (2) Officers shall be present in order to allow one (1) Officer to search and one (1) Officer to monitor vehicle occupants.
2. Officers may make all occupants exit the vehicle while interviewing or searching in order to protect their safety.

B. General Provisions for Vehicle Searches

1. Officers may conduct searches of motor vehicles with a warrant, with probable cause, or with valid consent.
2. When conducting a vehicle search, Officers shall:
 - a. Obtain a search warrant, if feasible. If a warrant is used then all search warrant guidelines shall be followed.
 - b. Request consent from the vehicle owner or operator, if feasible.
 - c. Avoid vehicle damage, unless reasonably necessary to carry out a safe and thorough search.
 - d. Search all areas of the vehicle, unless specified otherwise in the warrant or in the consent.

RESTRICTED LAW ENFORCEMENT DATA

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- e. With the exception of the items seized, leave the vehicle and its contents in the same condition as found.

C. Searches with a Warrant

1. If time permits, Officers shall seek a search warrant, based upon probable cause, prior to conducting searches of all motor vehicles, including cars, trucks, buses, boats, and airplanes.
2. The search warrant shall be approved by a Supervisor prior to it being presented to a judge for his / her signature.
3. In most cases, the motor vehicle should be towed to a secure location, such as the impound lot at the Police Services Center, to await the service of the search warrant. Vehicles stored in the impound lot shall be entered into Property and Evidence in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure.

D. ~~Searches Based upon Probable Cause~~ Searches Based upon an exception to the Warrant Requirement

1. Probable Cause: Courts have recognized an increased need for warrantless searches of automobiles due to their mobile nature which could allow for the removal and destruction of contraband if a warrant is required. This has led to what is known as the "Automobile Exception". If probable cause of criminal activity exists, Officers may enter a motor vehicle without a warrant or consent in order to specifically:
 - a. Examine a vehicle identification number or determine ownership of a vehicle
 - b. Remove a person from a vehicle in an emergency situation
 - c. Seize evidence or contraband that is in plain view
2. ~~Exigent circumstances~~ A warrant is needed to search a vehicle that the Officer can legally control without fear of it being removed.
 - a. ~~The "automobile exception" to the warrant requirement demonstrates a willingness of courts to excuse the absence of a warrant when searches are required of a vehicle. To conduct a warrantless search, the Officer must have probable cause to believe the vehicle contains contraband or other items that may be seized and that the vehicle may be moved and the evidence or contraband will be lost if Officers take time to obtain a warrant.~~
 - b. ~~A warrant is needed to search a vehicle that the Officer can legally control without fear of it being removed.~~

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- 3.. Search of vehicle incident to a lawful arrest
 - a. Officers may search the passenger compartment following the arrest of a recent occupant when it is reasonable to believe that evidence, relevant to the crime for which the arrest was made, might be found in the vehicle.
 - b. Officers are also authorized to search the passenger compartment of a vehicle if the arrestee is unsecured and is within reach of the passenger compartment of the vehicle.
4. Officers shall not abuse probable cause searches and shall ask permission of owners or operators before conducting a warrantless entry or search, if possible.

E. Searches with Consent

1. Officers may conduct searches with or without probable cause after obtaining consent from the vehicle owner or operator.
2. The extent of a consent search may be limited to specific areas of a vehicle, depending on the terms of the consent. A person granting consent to search may limit the scope of the search or may withdraw consent at any time. This is a constitutional right of the individual.
3. Officers conducting consent searches shall make every effort to ensure the person giving consent has the legal standing to do so.
4. Officers shall request ~~written~~ consent ~~prior to any search being made and shall record it either with the use of audio / video equipment or through writing~~ ~~Officers shall complete the Consent Search Warning Waiver~~ (see Appendix A).
5. If ~~consent is obtained in writing and~~ contraband or other items of evidentiary value are located during the search, the Consent Search Warning Waiver shall be submitted to the Property and Evidence Section. ~~Otherwise, If consent is obtained in writing and no contraband or other items of evidentiary value are located,~~ the waiver shall be submitted to the Records Section.
6. Officers searching without a warrant shall include in the incident report the reasons (probable cause or other) that led to that decision.

F. Location of Vehicle Searches

1. Officers must use their discretion regarding the location of warrantless searches in order to protect themselves, the vehicle occupants, members of the general public, and potential evidence.
2. Vehicle searches may be conducted:

RESTRICTED LAW ENFORCEMENT DATA

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- a. On a public way or waters or other area open to the public
- b. In a private area unlawfully entered by the vehicle
- c. In a private area lawfully entered by the vehicle

G. Search of Containers Found in a Vehicle

- 1. Containers may be searched with a warrant, with probable cause, or with consent if:
 - a. Found within the vehicle passenger compartment
 - b. Discarded from the vehicle
- 2. An inventory of containers shall be conducted after lawful, custodial arrests.
- 3. Locked containers, such as attaché cases, suitcases, and footlockers, may be opened with a warrant, probable cause, or with consent of the owner.
- 4. Containers should be searched at the location where the vehicle was discovered or detained if safe to do so.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

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APPENDIX A

CONSENT SEARCH WARNING

I would like your permission to search your* _____
but I hereby advise you that:

1. You have the right to refuse to allow me to search your * _____
2. Any evidence of criminal conduct that I find will be used against you in a court of law.

WAIVER

1. Do you understand each of these rights I have explained to you?
2. Understanding these rights, are you willing to allow me to search your
* _____?

Time: _____ Signature _____

Date: _____ Officer Advising Rights _____

*(insert car, house, person, etc., as applicable)

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> October 1, 1998	<i>Number</i> GO89-7.1
<i>Subject</i> Crime Scenes			
<i>Reference</i> CALEA Standards – 83.2.1, 83.2.2, 83.2.3, 83.2.5, 83.2.6, 83.3.1		<i>Revised</i> February 23, 2021 28, 2023	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> February 2023 2025	<i>No. Pages</i> 9	

I. Policy

It is the policy of the Dalton Police Department that crime scenes be properly processed and protected from unauthorized access that might result in the contamination or destruction of vital physical evidence. Because there is only one opportunity to conduct a proper crime scene investigation, when any doubt exists regarding the actual crime that has been committed, it is in the best interest of the investigating Officer to assume that the crime is possibly the most serious offense and process the scene accordingly.

II. Definitions

- A. *Crime Scene* – A geographical location, vehicle, structure, conveyance, or combination thereof where a crime incident has been or is being committed. The crime scene can be a dynamic situational condition resulting in rapidly changing perimeters and dimensions.
- B. *Crime Scene Search* – A planned, coordinated, legal search by trained, competent law enforcement Officers to locate physical evidence or witnesses to the crime being investigated.
- C. *Evidence* – For the purpose of this policy, only physical evidence will be addressed. Physical evidence is anything tangible, having objective existence, which establishes key elements of a crime and relationships of people associated with a crime.

III. Responsibilities

- A. The first Officer to arrive at the scene of a crime shall be responsible for protecting the scene and processing the scene where there is no serious injury or property damage. Minor crimes may only require a report.
- B. The Criminal Investigations Division (CID) shall be responsible for processing crime scenes involving major crimes, such as homicides, rapes, crimes involving serious bodily injuries or significant property loss, or other incidents as needed. When an Investigator arrives at the crime scene, he / she is in charge of and is

RESTRICTED LAW ENFORCEMENT DATA

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responsible for that scene. The Department's Crime Scene Investigator may be requested to assist with processing the scene.

- C. Where probable cause for the search of a crime scene exists, the investigating Officer / Investigator is responsible for obtaining legal consent prior to a search or for obtaining a search warrant where consent cannot be legally obtained. Searches without consent or a warrant are justified in cases where exigent circumstances exist (see policy GO98-7.18, Search and Raid Procedures).
- D. The Investigator-in-charge may request assistance from the GBI any time help may be needed in properly processing complicated or major crime scenes.
- E. The investigating Officer / Investigator shall be responsible for requesting laboratory examination of evidence from the GBI crime lab.
- F. Each Investigator shall ensure that during his / her tour of duty his / her assigned vehicle is supplied with items needed to process a crime scene.
- G. All personnel shall receive training in proper evidence collection techniques prior to any assignment that requires the processing of crime scenes or collecting of evidence.

IV. **Protecting the Crime Scene**

- A. Scenes of major crimes shall be secured by crime scene tape, ropes, or other boundaries. Officers may be positioned wherever necessary to assist in protecting the scene, if needed.
- B. It is the responsibility of the first responding Officer(s) to ensure that any item containing suspected DNA be protected from contamination until it can be properly collected. Suspected DNA evidence must be protected from contamination by the public, other persons at the scene, and inclement weather.
 - 1. Because extremely small samples of DNA can be used as evidence, greater attention to contamination is necessary.
 - 2. Evidence can be contaminated when DNA from another source gets mixed with DNA relevant to the case. This can happen when someone sneezes or coughs over the evidence or touches his / her mouth, nose, or other part of the face and then touches the area of the evidence containing the DNA.
 - 3. Care shall be taken to avoid cross contamination, which may occur when traveling between multiple crime scenes, moving around inside a single crime scene, or using the same personal protective equipment while collecting multiple items of evidence.
- C. No one shall be allowed into the crime scene without permission of the Officer / Investigator-in-charge or a Supervisor on scene, and then only if the individual's presence is directly needed in the case. All persons, including all first responders, entering the crime scene area shall be documented on a crime scene log.

RESTRICTED LAW ENFORCEMENT DATA

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- D. Giving aid to injured persons at the scene of a crime is a matter of first priority. Officers / Investigators shall note all changes to the scene of a crime caused by all first responders.
- E. Officers / Investigators shall not use any tobacco products, use restrooms, use landline phones, run water, or perform any other activities that might contaminate the crime scene or destroy valuable evidence.
- F. No object shall be moved or evidence collected until directed by the Officer / Investigator-in-charge, unless exigent circumstances exist and the evidence may be lost or contaminated.
- G. The District Attorney-on-call may be contacted concerning major crime scenes in order to consult about legal considerations at the scene of a crime.

V. **Processing the Scene**

A. General Rules

- 1. Evidence that might deteriorate over time or be affected by the elements (rain, snow, etc.) shall be processed first.
- 2. All evidence shall be collected in a logical manner using a search method appropriate for the crime scene (i.e., grid, strip, point-to-point, spiral, etc.).
- 3. After processing the more obvious evidence, the search for and collection of additional trace evidence shall be made before dusting for fingerprints.
- 4. If evidence collected in the field changes possession from one member of the Department to another at any time, the transfer shall be documented in the incident report or a supplemental report.
- 5. Fingerprints used for the elimination of suspects and physical evidence standard samples may be collected after the above actions are completed.

B. Collection, Storage, and Transportation of Physical Evidence

- 1. A piece of evidence may be marked on the container or item, as appropriate, to show its original position / location.
- 2. A piece of evidence may be marked distinctively by the Officer / Investigator who found the particular piece of evidence so that it may be identified later.
- 3. A list shall be used to inventory all items of evidence gathered at a crime scene. Each item shall be described exactly and completely on the list. The person or location from where the item was obtained, as well as the name of the Officer / Investigator collecting it, shall be indicated on the list.
- 4. For situations in which there is a possibility of contamination, each item shall be packaged separately.

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5. Smaller items collected at a crime scene shall be placed in Department-approved packaging materials for storage and transport. Larger items shall be placed in Department vehicles for storage and transport. Vehicles or similar items that have to be towed from the crime scene to the impound lot at the Police Services Center shall be accompanied by an Officer / Investigator.
6. Items that may be processed for latent prints in the future shall be placed in paper bags.
- ~~6.7.~~ Collected evidence shall be transported to the Police Services Center within a reasonable amount of time for submission to the Property and Evidence Section (see directive GO88-4.10, Property and Evidence Policy and Procedure).
- ~~7.8.~~ Wet items or items with blood, such as clothing, bed sheets, or patches of carpet, shall be dried before being packaged. The drying chamber, located in the Property and Evidence Section, shall be used for items that will take an extended period of time to dry.

C. Photography, Audio, and Video Evidence

1. The recording of crime scenes through photography, audio, and / or video is an invaluable way to illustrate the condition of a crime scene as it existed in its original state. It shall be notated in a report if a crime scene is recorded through photos, audio, and / or video. The report shall also indicate the date the recordings were taken and the person that made them.
2. Photographs
 - a. Officers / Investigators shall evaluate each crime scene to determine the need for photographs.
 - b. If an Officer / Investigator determines that the taking of photographs would be beneficial in helping to document the crime scene or evidence at a scene, the Officer / Investigator shall take photographs or arrange to have photographs taken. Some scenes may require the assistance of the Crime Scene Investigator.
 - c. All photographs shall be made in an effort to fairly and accurately depict all aspects of the crime scene. Photographs shall be taken of the entire scene first and subsequent photographs taken as the Officer / Investigator progressively moves toward more specific aspects of the scene.
 - d. Photographs should be taken before evidence is processed and collected in order to document where the evidence was found at the crime scene.

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- e. After photographs have been taken, the images shall be downloaded and attached directly to the applicable case number in the Department's RMS system and / or [saved to a storage device](#) and entered into the Property and Evidence Section.

3. Audio / Video

- a. The recording of audio / video is generally reserved for major crime scenes when, in the opinion of the Investigator-in-charge, it would be beneficial.
- b. Like photography, the recording of audio / video should begin by looking at the big picture and then the minute details. Videotaping shall also be conducted before evidence is processed and collected.
- c. When recording audio / video, all persons that are not absolutely necessary in the crime scene area shall be removed.
- d. When recording a video of a crime scene, the audio may be disabled to avoid distracting outside noises.
- e. After audio / video recordings have been completed, the files shall be downloaded and attached directly to the applicable case number in the Department's RMS system and / or saved to a storage device and entered into the Property and Evidence Section.

- 4. Personnel are strongly discouraged from using their personally-owned electronic equipment (cell phones, tablets, and / or audio / video equipment) for official Departmental use.

D. Fingerprints

1. Latent Prints

- a. Fingerprints may be recovered from a variety of surfaces, including smooth surfaces, glass, paper, metal, plastic, and desk or counter tops.
- b. Where the possibility of latent prints exists, the Officer / Investigator-in-charge or Crime Scene Investigator should properly dust for the prints.
- c. When a latent print becomes visible after dusting, the Officer, Investigator, or Crime Scene Investigator shall lift the print by using latent print lifting tape.
- d. The tape shall then be placed onto a fingerprint card with the back of the card notated with the date, case number, location of incident, print location, and the person's name that lifted the print.

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- e. The Crime Scene Investigator or other properly trained personnel may also utilize other techniques and equipment to process collected evidence for latent prints.
- f. The Crime Scene Investigator or other properly trained personnel may utilize the Automatic Fingerprint Identification System (AFIS) ~~equipment~~ software to submit latent prints for possible comparisons to those prints contained in known databases.

2. Fingerprinting of Persons

- a. Fingerprinting of persons not in custody (elimination prints, suspects, etc.) at the Police Services Center shall be conducted in an interview room where a duress alarm is accessible. All completed fingerprint cards shall be properly labeled and submitted to the Property and Evidence Section.
- b. Fingerprinting of a juvenile arrestee shall be performed in accordance with policy GO11-4.28, Juvenile Procedures.

E. DNA

- 1. Suspected DNA evidence shall be collected by personnel that have received proper training in the procedures for the collection and handling of such evidence. At a minimum, the training shall cover the basic collecting and packaging of DNA.
- 2. Disposable latex or nitrile gloves shall be worn when handling items containing suspected DNA or when collecting suspected DNA samples.
- 3. Items that contain suspected DNA shall be placed in paper bags or paper envelopes.
- 4. When collecting suspected DNA samples, the following procedures apply:
 - a. If the surface / stain to be swabbed is wet, use two (2) clean, sterile cotton-tipped applicators and swab the suspect area. Place the swabs into separate swab boxes. The swabs may be placed into swab boxes after either being allowed to dry or while still wet. Seal both ends of the swab boxes and initial the seals.
 - b. If the surface / stain is dry, use a clean, sterile cotton-tipped applicator, moisten the end with a sterile water ampule, then swab the suspect area. Then use a second dry, sterile cotton-tipped applicator in the same area that was just swabbed with the moistened swab. Place the swabs into separate swab boxes. The swabs may be placed into swab boxes after either being allowed to dry or while still wet. Seal both ends of the swab boxes and initial the seals.

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- c. The following information should also be written on the outside of the swab boxes: applicable case number, suspect name (if known), location, date, and name of Officer / Investigator who collected the swab(s).
 - d. Place the swab boxes into paper evidence envelopes and seal. Swabs collected from different areas / stains should be packaged in separate evidence envelopes and submitted as separate items of evidence.
- 5. DNA evidence should never be placed in plastic bags. The moisture contained in the bags can damage the DNA. The collection of some DNA evidence may require specialized techniques and the expertise of the Crime Scene Investigator or other personnel that have received proper training.
 - 6. When transporting and storing DNA evidence, it must be kept dry and at room temperature. The evidence shall be transported in such a way that ensures proper identification and proper chain of custody.
 - 7. The investigating Officer / Investigator shall complete a Georgia Bureau of Investigation Evidence Submission Form for any DNA evidence that requires submission to one of the GBI accredited crime laboratories. DNA evidence shall be submitted to a GBI crime lab in accordance with policy GO88-4.10, Property and Evidence Policy and Procedure.

F. Electronic Equipment and Storage Devices

- 1. When criminal investigations involve the seizure of electronic equipment and other devices capable of storing data in an electronic format, such as computers, cellular phones, tablets, gaming devices, and digital cameras, the proper method of collecting and preserving hardware, software, and data files is of paramount importance.
- 2. Personnel shall follow these general procedures when collecting electronic equipment:
 - a. Immediately restrict access to the electronic equipment or data storage device and the surrounding area to necessary personnel.
 - b. Photograph the scene, including the device and any peripheral equipment.
 - c. Preserve the scene due to possible latent fingerprint evidence.
 - d. Search the immediate area of the electronic equipment, paying special attention to any notes, information, or passwords that the suspect may have written.
- 3. Personnel collecting stand-alone computers shall follow these specific procedures:

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- a. If the computer is off, DO NOT turn it on.
 - b. If the computer is on, DO NOT turn it off.
 - c. Personnel must first remove the power cord from the rear of the computer and then remove the power cord from the outlet. If a laptop computer does not turn off in this manner, then locate and remove the battery pack.
 - d. To enable accurate reassembly later, employees shall clearly label all existing connections to and from the computer.
 - e. Properly package all components and keep them away from magnets, radio transmitters, and other potentially damaging elements.
4. Personnel collecting storage media or computer software should notate the location where the item(s) was located. The item(s) must also be kept away from magnets, radio transmitters, and other potentially damaging elements.
 5. Personnel collecting cell phones, tablets, digital cameras, or other handheld electronic devices shall follow these specific procedures:
 - a. If the device is off, DO NOT turn it on.
 - b. If the device is on, DO NOT turn it off. Leave the device on; powering down the device could enable a password.
 - c. Activate the device's "airplane mode," if available. This will ensure the device cannot be remotely erased.
 - d. If the device is charging, first remove the power cord from the device and then remove the power cord from the outlet.
 - e. Collect all cables and attempt to keep the device charged.
 - f. If the battery is removed, data may be lost.

VI. **Collection of Known Source Material**

When available, materials and substances shall be collected from a known source for submission to the GBI crime lab for comparison with other physical evidence submitted. Examples include hairs, fibers, paint, glass, wood, soil, tool marks, etc.

VII. **Reporting**

- A. A report shall be prepared by the Officer / Investigator who processes a crime / traffic collision scene. The report shall include:
 1. Date and time of arrival

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2. Location of the crime or traffic collision
 3. Name of the victim(s) and suspect(s), if known
 4. Actions taken at the scene, including a list of all physical evidence recovered
 5. Case number and name of investigating Officer
 6. Disposition of physical evidence
 7. Crime scene measurement information, if any
- B. Any Officer / Investigator that locates, collects, transports, or packages evidence shall detail their actions and observations in an incident / supplemental report.
- C. The Crime Scene Investigator or other properly trained personnel that conducts forensic examinations of physical evidence shall complete a supplemental report detailing the type of examination conducted, the results of the examination, and the status of the evidence after the examination. Types of forensic examinations conducted on physical evidence include:
1. Downloading, copying, or extracting data from electronic equipment or storage devices.
 2. Utilizing chemical reactions to reveal the presence of latent prints.

This policy supersedes any previous policies issued.

BY ORDER OF

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DALTON POLICE DEPARTMENT

		Effective Date February 24, 2004	Number GO03-7.9
Subject Overt Electronic Recording and Monitoring			
Reference CALEA Standard – 41.3.8		Revised February 23, 2021 28, 2023	
Distribution All Personnel	Re-evaluation Date February 2023 2025		No. Pages 7

I. Policy

It is the policy of the Dalton Police Department to routinely utilize overt electronic recording equipment and monitoring techniques for the purposes of collecting evidence, which could be used in prosecuting those who violate the law, evaluating Officers' performance, and producing training material.

II. Definitions

- A. *Covert* – An electronic device is covert when it is hidden from normal view or otherwise secreted away, and at least one of the individuals to be recorded has a reasonable expectation of privacy. Examples of covert recording devices are body recorders / transmitters or parabolic microphones. For Department guidelines on covert surveillance, see policy GO03-7.8, Covert Electronic Recording and Monitoring.
- B. *Overt* – An electronic device is overt when it is not hidden from general view, regardless of whether or not the person being recorded actually sees the monitoring device or knows of its existence. Examples of overt surveillance devices include:
 1. Audio / video recording equipment mounted in interview rooms, hallways, parking lots, waiting rooms, etc.
 2. Recording devices used openly and in a non-concealed manner
 3. Audio / video recording equipment mounted in a patrol car
 4. Handheld video cameras
- C. *No or low expectation of privacy* – In some instances persons have no or a low expectation of privacy to include, but not limited to:
 1. Officers recording telephone conversations where they are a party to the conversation

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2. Officers recording face-to-face conversations where they are a party to the conversation
3. Recording information at a crime scene
4. Monitoring and recording public hallways, elevators, and rooms (except restrooms) of a public building, including the Police Services Center
5. Monitoring and recording sobriety tests
6. Recording of voluntary statements made by victims, witnesses, or suspects
7. Recording of routine traffic stops with portable or fixed recording equipment

III. **Audio Recorders (AR) and / or Video Recorders (VR)**

- A. AR and / or VR allow for accurate documentation of statements made during police-public contacts, arrests, and critical incidents. They also serve to enhance the accuracy of Officer reports and testimony in court.
- B. Audio and / or video recordings also enhance the Department's ability to review probable cause for arrests, Officer and suspect interactions, evidence for investigative and prosecutorial purposes, and to provide additional information for Officer evaluations and training.
- C. AR and / or VR may also be useful in documenting crime and accident scenes or other events to include the confiscation and documentation of evidence or contraband.

IV. **Procedures**

- A. Use of Recording Equipment, General
 1. Officers may utilize, during both routine and special investigations, overt recording equipment when the recording equipment is generally in view or when there is no or a low expectation of privacy.
 2. Overt recording equipment utilized by Officers shall be issued by the Department and / or approved by the Chief of Police or his / her designee. Such overt recording equipment may include:
 - a. Handheld audio recorders
 - b. Handheld video recorders
 - c. Video cameras mounted in the hallways, interview rooms, and assembly areas of the Police Services Center

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- d. Mobile audio / video recording equipment installed in patrol cars
 - e. Body worn cameras
3. All criminal investigation interviews and interrogations conducted at the Police Services Center shall be recorded utilizing the equipment installed in the interview rooms.
 4. Officers should record interviews or interrogations by audio and / or video when they are conducted away from the Police Services Center.
 5. Officers shall note in incident, arrest, and related reports when audio and / or video recordings were made during the incident in question.
 6. Officers may carry and use Department-issued audio recorders. These devices have many administrative uses including note taking, dictating reports, or recording accident details. When using devices for these type situations, Officers may use their own discretion regarding retaining audio recordings. If the recording can be used as criminal evidence, the recording shall be saved and secured as any other evidence. Otherwise, the recording may be erased or deleted after one (1) week.
 7. For Department guidelines on body worn cameras, see policy GO15-7.24, Body Worn Cameras.
 8. Equipment malfunctions shall be brought to the attention of the Officer's supervisor as soon as possible so that a replacement unit may be procured.
- B. Use of In-car Mobile Video / Audio Recording Equipment (MVR)
1. Before Officers are allowed to use the MVR, they shall receive training on the operation and use of the MVR while they are in the Field Training Officer Program or when assigned a vehicle with a different type of system.
 2. MVR equipment is the responsibility of the Officer assigned to that vehicle and shall be maintained according to vendor / manufacturer's recommendations.
 3. Prior to each watch, Officers shall determine that their MVR equipment is working properly and shall bring any problems at this or other times to the attention of their immediate Supervisor as soon as possible. If the problem cannot be resolved, a work order shall be filled out and the vehicle downed so the mechanic can check the problem. If the fleet mechanic cannot resolve the problem, he shall call the vendor to repair the MVR.
 4. MVR equipment will automatically activate when the vehicle's emergency warning devices are in operation. The equipment may be deactivated manually during non-enforcement activities, such as protecting accident scenes from other vehicular traffic.

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5. Officers shall ensure that the MVR equipment is operating in order to record traffic stops or other enforcement actions. Officers shall ensure that:
 - a. The video recorder camera is positioned and adjusted to record.
 - b. The MVR is not deactivated until the enforcement action is completed.
 - c. The wireless microphone is activated to provide narration with the video recording.
6. Officers shall also ensure that the MVR equipment is recording when the vehicle is being driven with its emergency equipment activated.
7. Officers shall not erase, reuse, or in any manner alter MVR recordings or storage devices, except in accordance with this policy.
8. An Officer shall request a case number from the Whitfield County 911 Center on his / her first work day of the year. This case number shall be used for all MVR submissions during the year. Officers shall reference the MVR case number in the narrative of any relevant incident, accident, citation, or other report in order to retrieve the recording for use in court or training.
9. For systems utilizing USB drives, Officers shall remove the USB device and submit it to their Supervisor for downloading and recording onto a DVD. The DVD shall then be entered into evidence using the Officer's assigned case number.
10. Officers are encouraged to inform their Supervisors of any recordings that may have a value for training or might provide a better tactic for other Officers to use.
11. Officers shall only use data storage devices that are approved by the Department.
12. Officers are encouraged to use the MVR equipment during traffic crash investigations, especially when speaking with witnesses and drivers. Officers are also encouraged to use the MVR equipment when, at the discretion of the Officer, the recording of events may assist in future investigations, such as recording the actions of victims, witnesses, and suspects during field interviews.
13. Any data captured by an MVR may be used during criminal or legal processes if the data meets required legal guidelines. All data captured by an MVR is the property of the Dalton Police Department and can be used in administrative reviews and functions.

C. Restrictions on Using Audio / Video Recorders and MVRs

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1. ARs, VRs, and MVRs shall only be used in conjunction with official duties, primarily including, but not limited to, the investigation of crime or other violations of the law. Officers may not activate the recording device to surreptitiously record:
 - a. Communications with other Department personnel without the permission of the Chief of Police or his / her designee.
 - b. Conversations that concern matters over which the person being recorded would have a reasonable expectation of privacy.
2. This policy does not govern the use of surreptitious recording devices used in undercover operations.

V. **Recording Control and Management**

- A. The security of a recording is the responsibility of the Officer maintaining the recording.
- B. DVDs, CDs, or other items used for storing recordings shall be marked by the Officer with his / her name, case number, and the date or dates of use and then entered into the Property and Evidence Section.
- C. All recordings containing information that may be of value for case prosecution in any criminal or civil adversarial proceeding shall be safeguarded in the same manner as other forms of evidence.
- D. Audio recordings on a digital recording device that contain information that may be of value for criminal and / or civil cases shall be downloaded to a Department computer, and the file may be saved to a compact digital disk (CD). The CD shall then be safeguarded in the same manner as other forms of evidence.
- E. Data shall be stored in compliance with O.C.G.A. 50-18-96.
- F. Video recordings from body-worn cameras or MVRs shall be retained for 180 days from the date of such recording unless the recording is part of a criminal investigation, shows a vehicular accident, shows the detainment or arrest of an individual, or shows an Officer's use of force. For those events, the recordings shall be retained for a minimum of thirty (30) months from the date of such recording.
- G. DVDs or CDs used to store recordings shall not be reissued for operational use.
- H. Requests for copies by other law enforcement agencies:
 1. A request for copies should be in writing to the Property and Evidence Technician or the Chief of Police or his / her designee.
 2. The request is to be signed by a law enforcement official of the requesting agency.

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3. The duplicate recordings are furnished to the requesting agency for the express use of the requestor and further duplication or distribution without the express written consent of the Chief of Police or his / her designee is prohibited.
- I. Requests for copies by others not associated with law enforcement:
 1. A request must be a court subpoena or made through the Georgia Open Records Act (O.C.G.A.) 50-18-70 through 50-18-76.
 2. The request is accompanied by a fee not to exceed the amount specified in the Georgia Open Records Act and paid to the Records Section.
 3. The requesting entity cannot further duplicate or distribute the recordings without the express written consent of the Chief of Police or his / her designee.

VI. **Supervisory Responsibilities**

- A. Supervisors shall ensure that personnel equipped with or responsible for AR / VR devices utilize them in accordance with the policy and procedures defined herein.
- B. Nothing in this policy prohibits a Supervisor from taking custody of recordings which may require a Supervisory review or Professional Standards Unit investigation.
- C. Quarterly, the Professional Standards Unit shall review at least five (5) MVR DVDs at random to determine compliance with policy and training. The Professional Standards Unit shall submit a memorandum to the Chief of Police and the Patrol Division Commander indicating:
 1. The recordings that were reviewed
 2. The name of the Officers reviewed
 3. A description of any policy violations, rudeness, or training needs associated with the recordings

VII. **Recording of Radio Transmissions and Telephone Lines**

- A. All incoming and outgoing telephone calls to and from the Whitfield County 911 Center's main numbers and the 911 emergency lines are recorded.
- B. These lines are accessible twenty-four (24) hours a day for calls for service.
- C. All radio transmissions on the Department's priority frequency are recorded.
- D. The Whitfield County 911 Center is responsible for maintaining all telephone and radio recordings. Recordings may be reviewed at the request of a Supervisor. Copies of particular segments can be obtained by memo request through a

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Supervisor. The Supervisor shall forward the approved request to the Whitfield County 911 Center's Administrative Assistant.

VIII. **Security**

- A. A video monitoring system records events at key locations inside and outside the Police Services Center building complex. The recording system can be accessed in person in the server room in the Records Section or virtually by remote connection.
- B. The video monitoring system is maintained by the City's I.T. Department to ensure proper operation and storage of recordings. Recorded video is maintained for six (6) months.
- C. Any malfunction of the video monitoring system shall be reported immediately to the Support Services Division Commander and the appropriate repair scheduled immediately.

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> May 1, 1998	<i>Number</i> GO95-7.13
<i>Subject</i> Polygraph Examination Procedures			
<i>Reference</i> CALEA Standards – 42.2.5, 42.2.8		<i>Revised</i> February 23, 2021 28, 2023	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> February 2023 2025	<i>No. Pages</i> 5	

I. Policy

It is the policy of the Dalton Police Department to utilize professional, ethical, and evidence-based detection of deception practices through the use of polygraph as a supplement to criminal and background investigations.

II. Administration

- A. The polygraph function of the Department shall fall under the direct supervision of the Division Commander of the division to which the personnel are assigned.
- B. Personnel assigned as polygraph examiners shall have successfully completed a basic course of polygraph instruction at a polygraph school accredited by the American Polygraph Association and shall meet all requirements set forth by the American Polygraph Association.
- C. Examiners shall conduct their official duties in a manner which reflects the highest standards of ethical conduct as a polygraph examiner and peace officer.
- D. The function of the polygraph examiner is to gather all facts concerning the details of the examination in both pre-employment and specific issue exams.
- E. The examiner shall perform the following activities as part of conducting an examination:
 - 1. Review all facts and all questions to be asked with the examinee prior to the examination.
 - 2. Record chart tracings and interpret the results of the examination.
 - 3. Advise the examinee of the results.
 - 4. Generate and maintain all required documents concerning the examination.

III. Operational Procedures

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- A. There are two types of polygraph examinations; issue examinations and pre-employment examinations.
 - 1. The issue examination is an examination of specific facts of a criminal investigation and / or internal administrative investigation.
 - 2. The pre-employment examination is an examination of stated background facts and general questions to determine if a prospective applicant would be suitable for employment.
- B. Appointments
 - 1. Appointments for examinations shall be scheduled with the polygraph examiner or examiner's designee. Priorities shall be established based upon the seriousness of the crime / incident involved.
 - 2. The most likely suspects of a criminal investigation shall be polygraphed first.
 - 3. The polygraph examination shall not be used as a substitute for a thorough investigation.
 - 4. The polygraph examination shall not be used unethically or contrary to constitutional procedures.
 - 5. Documentation of details of the crime / incident, including the initial reports, etc., should be provided to the examiner at the time of scheduling. Known pertinent information shall not be withheld from the examiner.
 - 6. No less than three (3) hours shall be scheduled for any issue-specific examination or two (2) hours for any pre-employment examination.
 - 7. Recognizing the possible detrimental effect of examiner fatigue upon accuracy, routinely there shall be no more than two (2) issue-specific examinations or three (3) pre-employment examinations within the course of any duty day, with some exceptions based on the examiner's independent evaluation of the circumstances.
- C. Examination Procedures
 - 1. In the absence of physical evidence and / or witnesses, which contradict the allegations, the suspect should be asked to submit to an examination prior to asking the victim in the case. The victim shall not be scheduled for an examination if adequate physical evidence exists to support the allegations.

Exception: In the event a citizen or an employee of the Department makes an allegation of misconduct against another employee, or there is not adequate evidence to support the allegation, the accuser shall be asked to submit to the examination before the accused employee.

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2. In the event an employee becomes involved as a suspect or witness in a criminal investigation, he / she shall be treated in the same manner as any other suspect or witness.
3. No employee shall be scheduled for an examination without first informing the Chief of Police or his / her designee.
4. Persons under the age of seventeen (17) shall not be scheduled for an examination until consent is obtained from the individual's parent or legal guardian or by court order.
5. The Department provides assistance to other governmental agencies by conducting polygraph examinations, provided these examinations are of a criminal nature. Pre-employment polygraphs may be conducted for other public safety agencies with the specific permission of the Chief of Police.
6. Examinations scheduled for other agencies shall be scheduled on a time availability basis, and the needs of the Department must take priority.
7. All examinations shall be recorded.

D. Pre-Examination Preparation

1. Prior to the examination, the polygraph examiner shall review all existing reports and statements pertinent to the issue under investigation and, along with Investigators, formulate exam questions.
2. It shall be the responsibility of the examiner to prepare all necessary and / or required waivers or consent forms, except the polygraph stipulation for admissibility form. This form shall be the responsibility of the investigating Officer.
3. Upon first contact between the examiner and the examinee, the examiner shall explain to the examinee all required waivers and consent forms.
4. The examiner shall advise the examinee of the procedures which will be followed during the examination, step by step, in chronological order. The polygraph instrument and its attachments and functions shall be explained in a manner understandable by the examinee. The theory of polygraph shall also be discussed in this manner.
5. Personal data that adequately identifies the examinee shall be obtained and recorded in writing.
6. The examinee shall be queried concerning recent or ongoing health problems, general physical conditions, and the examinee's use of medicines, drugs, or alcohol during a recent period preceding the examination.
7. The examiner shall not proceed with the examination if he / she has reason to believe the process could be detrimental to the physical well-being of the

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examinee without first obtaining the advice of a competent medical authority. It shall be the examiner's responsibility to make the final decision as to the examinee's suitability for polygraph testing.

8. The issue under investigation shall be discussed in detail with the examinee. During this discussion, the questions to be asked on the examination shall be reviewed with the examinee. No questions shall be asked during the examination which have not been discussed and reviewed by the examinee.
9. The questions on the examination shall be relevant to the specific area of focus of the investigation. The polygraph shall not be a "fishing expedition" to develop information in areas that are not the focus of the investigation.

E. Polygraph Room Procedures

1. When the polygraph room is utilized, the following procedures shall be followed:
 - a. The polygraph examiner shall maintain control of his / her Departmentally-approved weapon in an authorized holster.
 - b. Prior to usage, the polygraph room shall be searched for weapons and / or contraband.
 - c. If the interview or interrogation involves an individual that is already in custody:
 - (1) The arrestee shall be searched prior to entering the polygraph room.
 - (2) Handcuffs and / or ankle restraints may be removed at the discretion of the polygraph examiner.
 - d. Typically, the polygraph examiner and examinee are the only persons permitted in the polygraph room while the polygraph test is being administered. Other personnel, such as translators, may be needed in the room to conduct the examination.
 - e. The polygraph examiner may summon for assistance by activating the duress button mounted on the wall of the polygraph room.
 - f. The polygraph room shall be equipped with the polygraph equipment, a small table / desk, and enough chairs to accommodate the occupants.
2. The examinee shall be afforded an opportunity to address his / her personal needs before taking the polygraph test. During a break in the process, if the examinee wishes to utilize the facilities (restrooms, water, etc.) he / she shall be escorted by the examiner at all times within any secured area of the Police Services Center.

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.

IV. **Post-test Activities**

- A. The examinee shall be advised of the examiner's opinion resulting from the evaluation of the charts obtained.
- B. If the resulting opinion is one of deception, the examinee shall be given the opportunity to explain the recorded reactions indicating deception. Absent any feasible explanation, interview techniques shall be employed in an effort to arrive at the truth of the issue addressed by the examination.
- C. A report shall be prepared for each examination conducted by the Department and shall be disseminated to the authority requesting the examination and / or the examinee upon request. No other dissemination shall be made, except as required by law.
- D. It shall be the responsibility of the polygraph examiner to maintain a file in a manner that provides security and protects the confidentiality of all reports, records, documents, and recordings obtained during the course of an examination. These records shall be held for a period of not less than three (3) years, as required by law. After such time, these may continue to be held or subject to be destroyed.
- E. Information obtained that would exclude an examinee from taking the test, which is covered under the American Disability Act, cannot be disseminated to anyone. This information is confidential and shall be maintained by the polygraph examiner.

This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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

The Police Department has a 2002 enclosed trailer that has been used for command operations in the past. The trailer has gone unused for the majority of the time in the past 5 years. The Police Department will be transferring the trailer to the Dalton Parks and Recreation Department for them to use. The VIN for the trailer is 4FPWB20232G061283.

The Police Department will be transferring two unused Police Interceptor sedans to the Northwest Georgia College and Career Academy Law Enforcement Program. This is a program of the Whitfield County School system and gives high school students a chance to experience law enforcement and receive training in the field. These two vehicles are currently retired and not in use. City attorney has reviewed the attached agreement and verified the ability to transfer the vehicles within Ga Law.

MEMORANDUM OF UNDERSTANDING

Between

Dalton Police Department, Dalton, GA

And

Northwest Georgia College and Career Academy, Law Enforcement Program

1/26/2023

Purpose: To describe conditions and expectations upon which the below signed parties agree, concerning the transfer of, and conditional ownership for the listed Ford Interceptor Police Vehicles found in Exhibit A from the Dalton Police Department (Dalton PD) to the Northwest Georgia College and Career Academy Law Enforcement Program (NWGCCA).

Condition 1: NWGCCA will be financially responsible for insuring the vehicles as required by law and any needed maintenance or repairs of the transferred vehicles and accept the transferred vehicles “as-is”.

Condition 2: NWGCCA may only dispose of the transferred vehicles by returning them to DPD to be destroyed.

Condition 3: NWGCCA will be financially responsible for any damages, costs or expenses (including attorney’s fees) the City of Dalton, its officials and employees may incur arising out of the use of the transferred vehicles by NWGCCA.

Condition 4: NWGCCA shall notify in writing Dalton PD of any loss or theft of the transferred vehicles.

Agreement: All conditions of this memorandum are agreed to and enacted upon the signature of the responsible party listed below for each involved entity.

X

Cliff Cason
Chief of Police, Dalton Police Department

X

Northwest Georgia College and Career Acad...
Law Enforcement Program

Exhibit A
Vehicle List

2015 Ford Interceptor Sedan	VIN 1FAHP2MK3FG194275
2015 Ford Interceptor Sedan	VIN 1FAHP2MK9FG194271



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Detailed Selected Statistics and Management Activity

By Incident Type

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

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	3	1.05%	0	14.67	0	1.67	4.67	0.00	1	25.23	34.699999	4.28
131	Passenger vehicle fire	1	0.35%	0	6	0	1	2	0.00	1	9.68	9.450000	2.88
143	Grass fire	1	0.35%	0	6	0	0	2	0.00	0	1.80	1.550000	4.32
151	Outside rubbish, trash or waste fire	1	0.35%	0	17	0	1	5	0.00	1	6.30	3.433332	2.00
311	Medical assist, assist EMS crew	162	56.84%	0	0	3.27	0.01	0	1.01	0.01	0.98	158.316648	4.62
322	Motor vehicle accident with injuries	16	5.61%	0	0	6.63	0.19	0	2.06	0.19	3.41	44.216662	4.16
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	0	0	6	0	0	2.00	0	0.90	.850000	6.18
324	Motor vehicle accident with no injuries.	6	2.11%	0	1.83	3.67	0.17	0.5	1.33	0.17	1.97	6.583332	2.55
352	Extrication of victim(s) from vehicle	1	0.35%	0	0	3	0	0	1.00	0	2.00	2.000000	2.45
411	Gasoline or other flammable liquid spill	1	0.35%	0	7	0	0	2	0.00	0	2.45	2.450000	6.03
412	Gas leak (natural gas or LPG)	5	1.75%	0	9.4	0	0.8	3	0.00	0.6	7.82	32.833332	5.62
421	Chemical hazard (no spill or leak)	1	0.35%	0	12	0	1	4	0.00	1	27.08	22.083333	6.60
440	Electrical wiring/equipment problem, other	1	0.35%	0	19	0	1	5	0.00	1	4.00	2.133332	4.05

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)
443	Breakdown of light ballast	1	0.35%	0	17	0	1	5	0.00	1	11.40	11.049999	4.65
444	Power line down	2	0.70%	0	5.5	0	0.5	2	0.00	0.5	1.60	3.699999	3.91
445	Arcing, shorted electrical equipment	2	0.70%	0	7.5	0	1	2.5	0.00	1	2.62	3.116666	2.21
500	Service Call, other	1	0.35%	0	3	0	0	1	0.00	0	0.80	.800000	3.55
551	Assist police or other governmental agency	2	0.70%	0	0	3.5	0	0	1.00	0	2.22	4.883333	4.47
552	Police matter	1	0.35%	0	3	0	0	1	0.00	0	3.60	3.600000	0.00
553	Public service	2	0.70%	0	1.5	1.5	0	0.5	0.50	0	0.42	.850000	4.89
611	Dispatched & canceled en route	24	8.42%	0	3.33	3.04	0.29	1.08	0.96	0.29	0.86	8.133326	0.00
622	No incident found on arrival at dispatch address	6	2.11%	0	3.33	3.17	0.33	1	1.00	0.33	1.35	9.033331	6.76
651	Smoke scare, odor of smoke	2	0.70%	0	9.5	0	0.5	3	0.00	0.5	6.42	19.450000	3.65
652	Steam, vapor, fog or dust thought to be smoke	1	0.35%	0	6	0	0	2	0.00	0	3.70	3.600000	4.12
671	HazMat release investigation w/no HazMat	1	0.35%	0	17	0	1	5	0.00	1	5.70	3.699998	3.55
711	Municipal alarm system, malicious false alarm	1	0.35%	0	9	0	1	3	0.00	1	5.33	5.333333	4.92
714	Central station, malicious false alarm	1	0.35%	0	14	0	1	4	0.00	1	6.75	4.250000	4.92
715	Local alarm system, malicious false alarm	2	0.70%	0	15	0	1	4	0.00	1	6.67	8.666664	4.00
733	Smoke detector activation due to malfunction	5	1.75%	0	12.6	0	1	3.8	0.00	1	3.45	15.549995	3.81
735	Alarm system sounded due to malfunction	9	3.16%	0	11.56	0	1.11	3.56	0.00	1	4.69	32.266662	5.38
743	Smoke detector activation, no fire - unintentional	10	3.51%	0	13.2	0	1.2	4	0.00	0.9	3.36	24.483328	4.50
744	Detector activation, no fire - unintentional	2	0.70%	0	12	0	2	4	0.00	1.5	2.45	2.949999	3.83

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	3.51%	0	12.2	0	1.4	3.7	0.00	0.9	2.54	18.149993	4.75
Totals		285	100%	0	3.02	2.70	0.29	0.93	0.84	0.24	2.19	504.17	4.16
Mutual Aid Given Incidents		14											



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Response Summary by Station

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

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	122	3.28	63.93	32.79	4.07
Station 2	52	0	59.62	40.38	1.73
Station 3	62	0	59.68	40.32	2.07
Station 4	34	5.88	73.53	20.59	1.13
Station 5	29	0	79.31	20.69	0.97

Total 299

02/16/23 08:46:24



Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Breakdown by Incident Type

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

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	162	0
611 Dispatched & canceled en route	29	0
322 Motor vehicle accident with injuries	18	0
324 Motor vehicle accident with no injuries.	12	0
743 Smoke detector activation, no fire - unintentional	10	0
745 Alarm system activation, no fire - unintentional	10	0
735 Alarm system sounded due to malfunction	9	0
622 No incident found on arrival at dispatch address	6	0
412 Gas leak (natural gas or LPG)	6	0
733 Smoke detector activation due to malfunction	5	0
111 Building fire	3	0
444 Power line down	2	0
445 Arcing, shorted electrical equipment	2	0
551 Assist police or other governmental agency	2	0
553 Public service	2	0
715 Local alarm system, malicious false alarm	2	0
651 Smoke scare, odor of smoke	2	0
744 Detector activation, no fire - unintentional	2	0
652 Steam, vapor, fog or dust thought to be smoke	1	0
671 HazMat release investigation w/no HazMat	1	0
711 Municipal alarm system, malicious false alarm	1	0
714 Central station, malicious false alarm	1	0
552 Police matter	1	0
500 Service Call, other	1	0

02/16/23 08:50:13

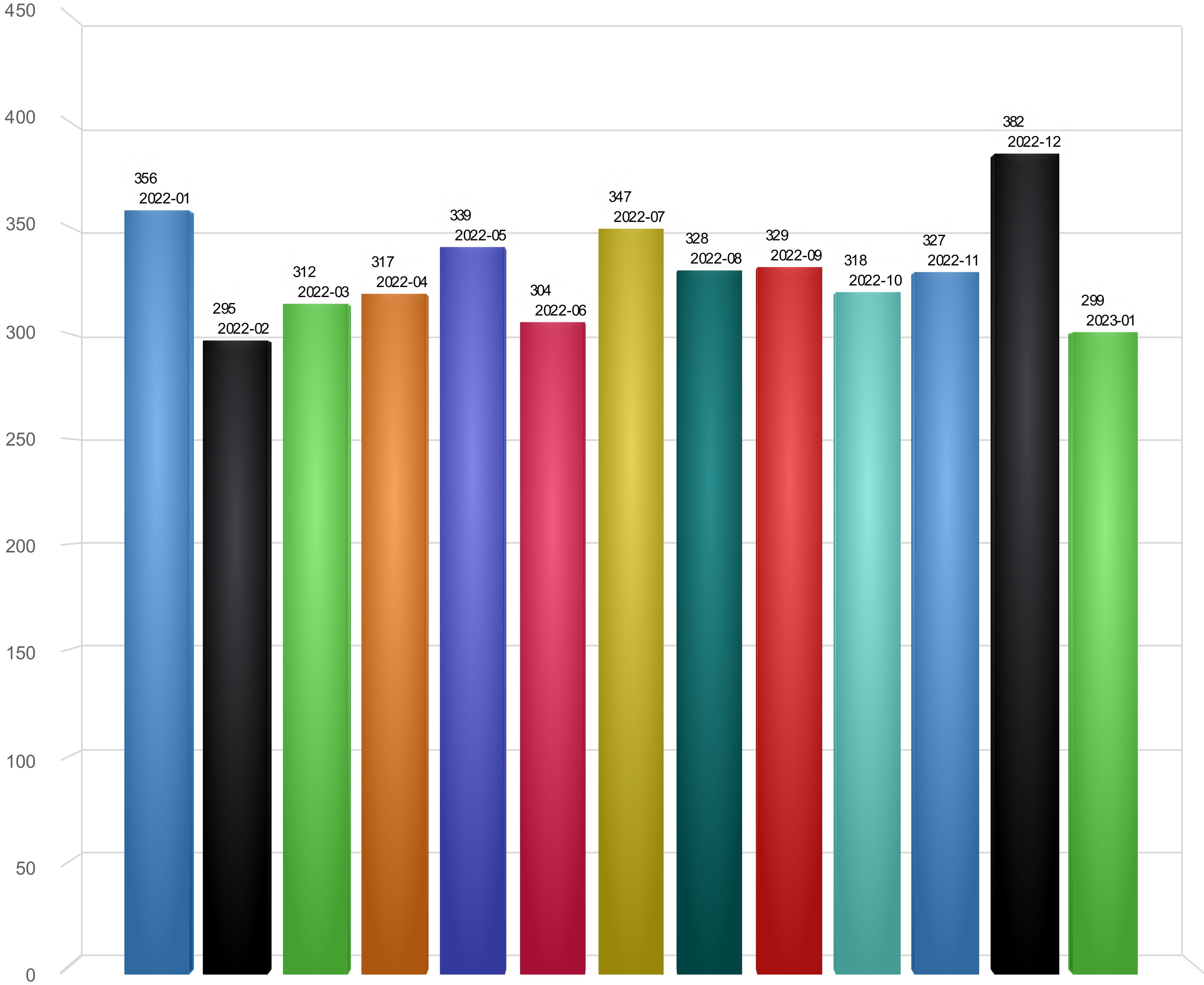
Incident Type	Incidents	Exposures
421 Chemical hazard (no spill or leak)	1	0
440 Electrical wiring/equipment problem, other	1	0
443 Breakdown of light ballast	1	0
131 Passenger vehicle fire	1	0
143 Grass fire	1	0
151 Outside rubbish, trash or waste fire	1	0
352 Extrication of victim(s) from vehicle	1	0
411 Gasoline or other flammable liquid spill	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0

	Incidents	Exposures
Total	299	0

Incidents by Months

01/01/2022-01/31/2023

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



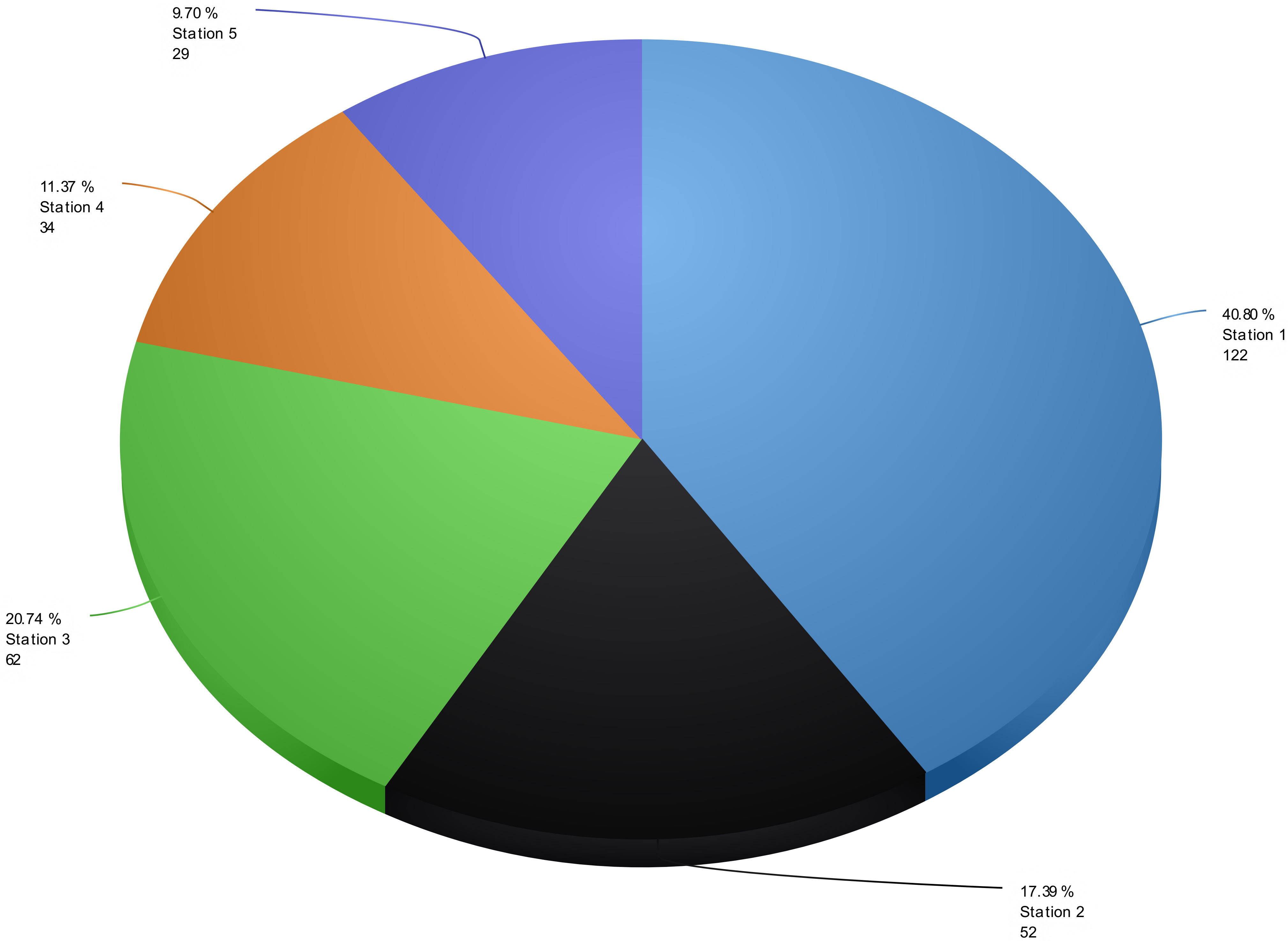
Incident Count

Total of Month: 4,253

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

Incidents by Stations

01/01/2023-01/31/2023



Total of Station: 299

Station 1

Station 2

Station 3

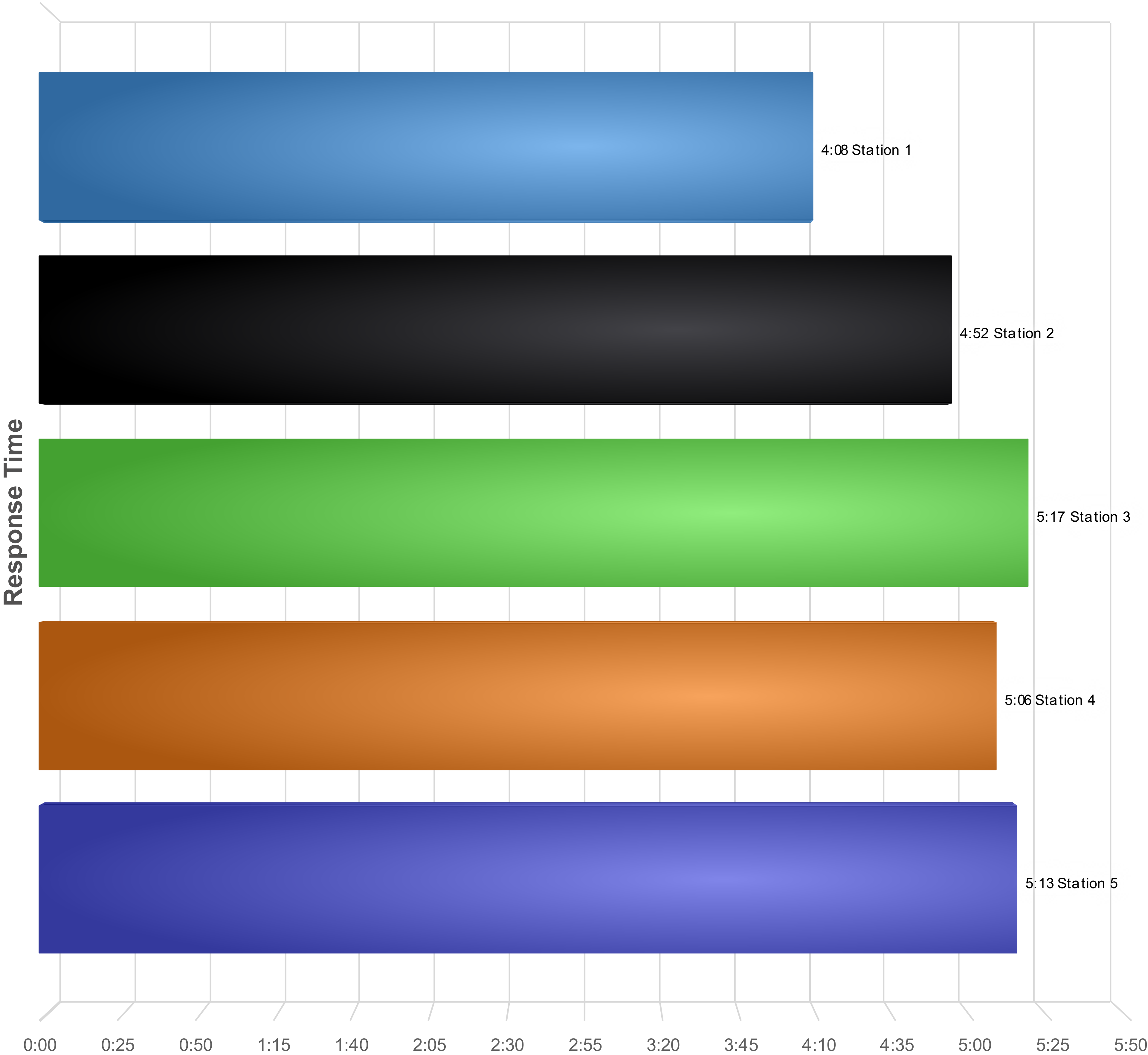
Station 4

Station 5

Total of Station: 4:43

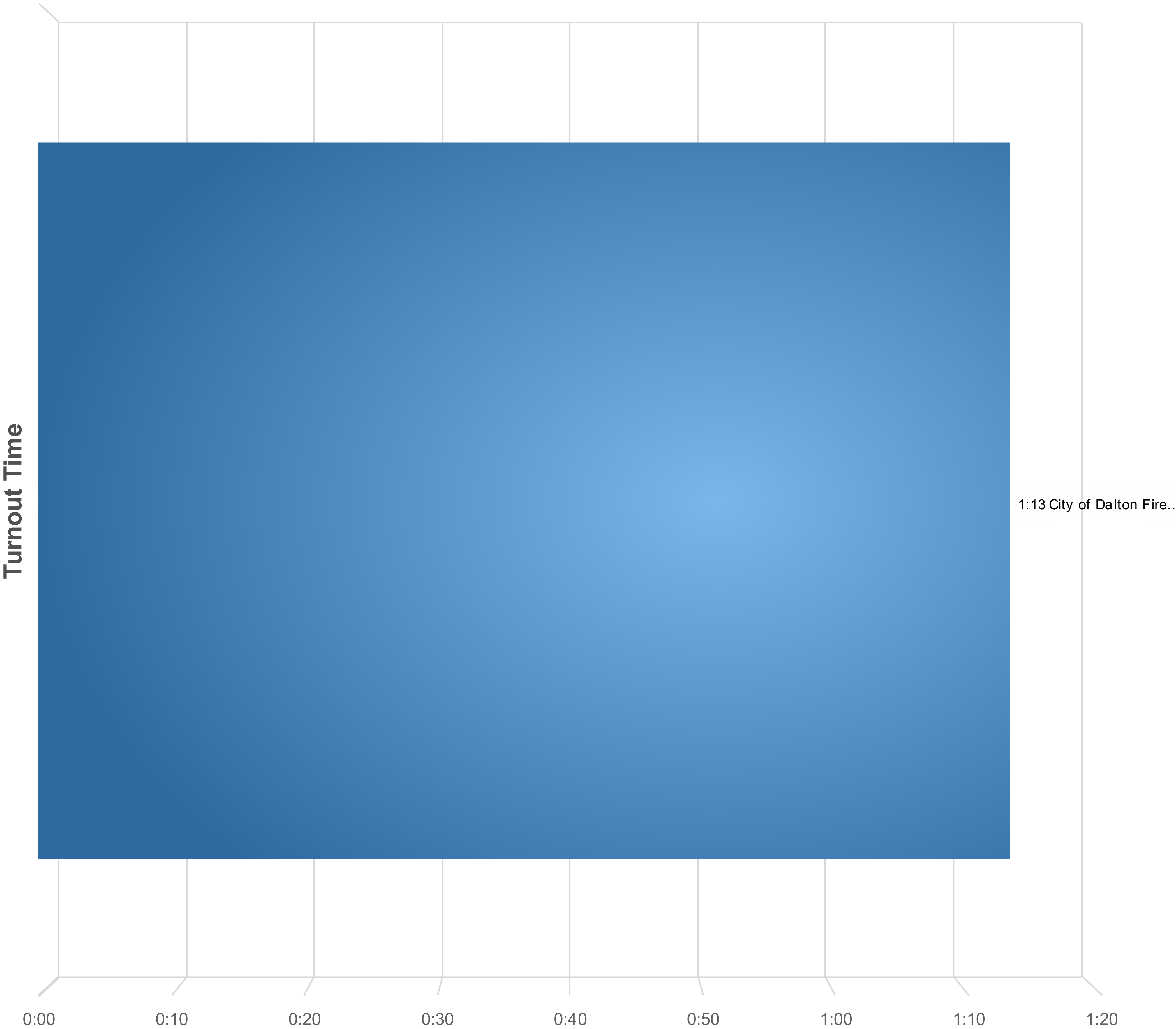
Average Response Time by Station

01/01/23-01/31/23



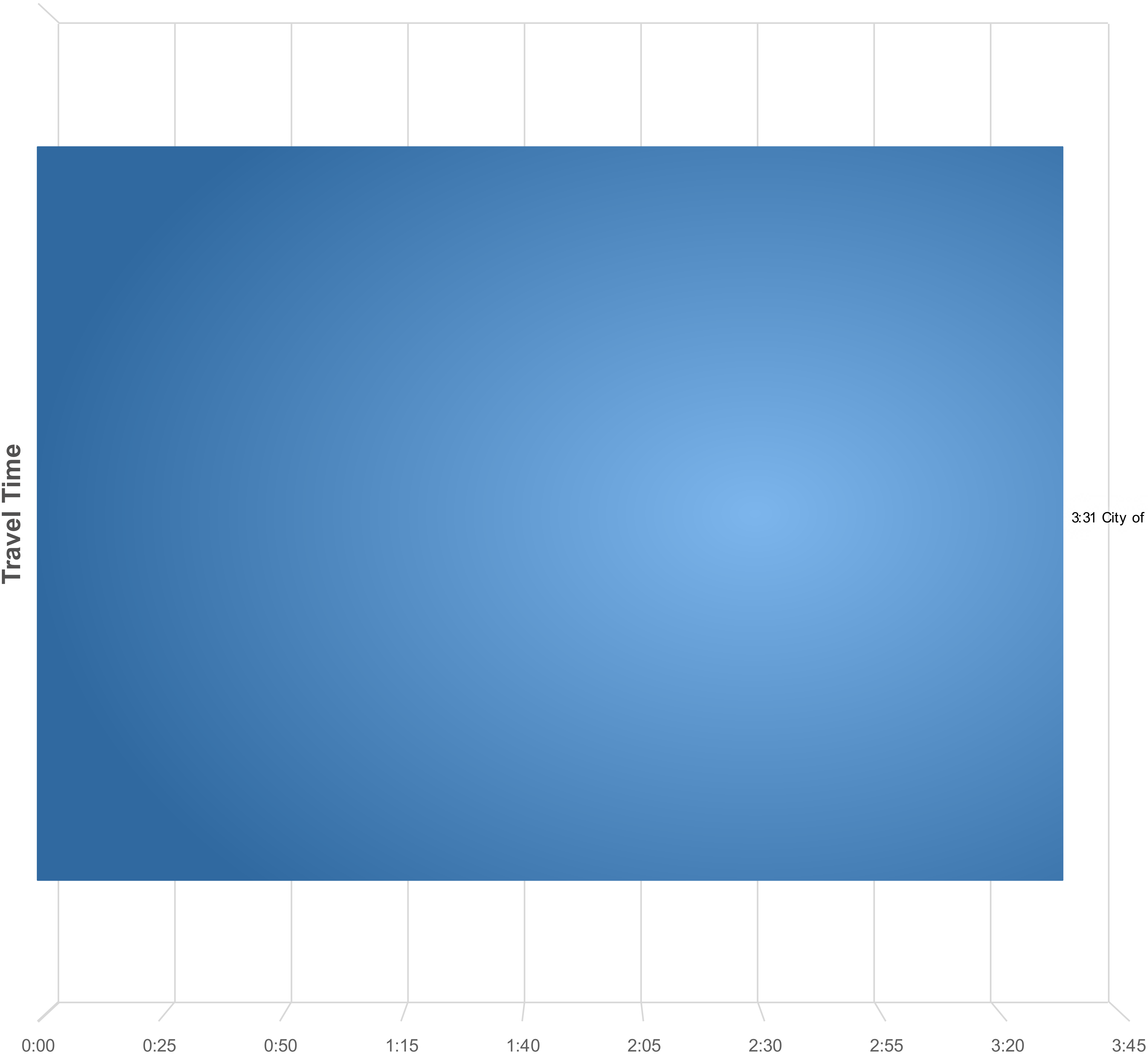
Department Average Turnout Time (Alarm-> First En Route)

01/01/23-01/31/23



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

01/01/23-01/31/23





Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Staff Hours by Incident Type

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

Incident Type	Hours
311 Medical assist, assist EMS crew	158.88
322 Motor vehicle accident with injuries	45.77
111 Building fire	34.70
412 Gas leak (natural gas or LPG)	33.48
735 Alarm system sounded due to malfunction	32.27
743 Smoke detector activation, no fire - unintentional	24.49
421 Chemical hazard (no spill or leak)	22.08
651 Smoke scare, odor of smoke	19.45
745 Alarm system activation, no fire - unintentional	18.15
733 Smoke detector activation due to malfunction	15.55
324 Motor vehicle accident with no injuries.	12.83
443 Breakdown of light ballast	11.05
611 Dispatched & canceled en route	9.54
131 Passenger vehicle fire	9.45
622 No incident found on arrival at dispatch address	9.04
715 Local alarm system, malicious false alarm	8.67
711 Municipal alarm system, malicious false alarm	5.33
551 Assist police or other governmental agency	4.88
714 Central station, malicious false alarm	4.25
671 HazMat release investigation w/no HazMat	3.70
444 Power line down	3.70
552 Police matter	3.60
652 Steam, vapor, fog or dust thought to be smoke	3.60
151 Outside rubbish, trash or waste fire	3.43

Incident Type	Hours
445 Arcing, shorted electrical equipment	3.12
744 Detector activation, no fire - unintentional	2.95
411 Gasoline or other flammable liquid spill	2.45
440 Electrical wiring/equipment problem, other	2.13
352 Extrication of victim(s) from vehicle	2.00
143 Grass fire	1.55
323 Motor vehicle/pedestrian accident (MV Ped)	0.85
553 Public service	0.85
500 Service Call, other	0.80

Total	514.59
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Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

Injuries and Property Los

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

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	3	1.05%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	2,500	17.24%	100	50.00%	2,600	17.69%
131	Passenger vehicle fire	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	12,000	82.76%	100	50.00%	12,100	82.31%
143	Grass fire	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	1	0.35%	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	162	56.84%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	16	5.61%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.35%	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.	6	2.11%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
352	Extrication of victim(s) from vehicle	1	0.35%	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 %
411	Gasoline or other flammable liquid spill	1	0.35%	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)	5	1.75%	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	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
440	Electrical wiring/equipment problem, other	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
443	Breakdown of light ballast	1	0.35%	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	0.70%	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	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	1	0.35%	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	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
552	Police matter	1	0.35%	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	0.70%	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	24	8.42%	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 %
622	No incident found on arrival at dispatch address	6	2.11%	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	2	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
652	Steam, vapor, fog or dust thought to be smoke	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
671	HazMat release investigation w/no HazMat	1	0.35%	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	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
714	Central station, malicious false alarm	1	0.35%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
715	Local alarm system, malicious false alarm	2	0.70%	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	5	1.75%	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	9	3.16%	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	10	3.51%	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	0.70%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	10	3.51%	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 %
Totals		285	100%	0	0	100%	0	100%	0	100%	0	100%	14,500	100%	200	100%	14,700	100%
Mutual Aid Given Incidents		14																

Training Division Monthly Report

January 2023

Overview

Recruit Class 2023-01 began on January 9th with 6 candidates enrolled. The department hosted Georgia Fire Academy courses on Structural Fire Control and Interior Search & Rescue. Biennial recertification training for licensed EMTs and Paramedics continued in January with sessions on medical emergencies and EMS operations. Monthly training included territory familiarization, pre-fire training, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of January totaled 3,520.

Outside Schools

2 special operations team members attended Hazardous Materials Technician at GPSTC and attained national certification.

2 students attended Structural Fire Control hosted at the DFD training center.

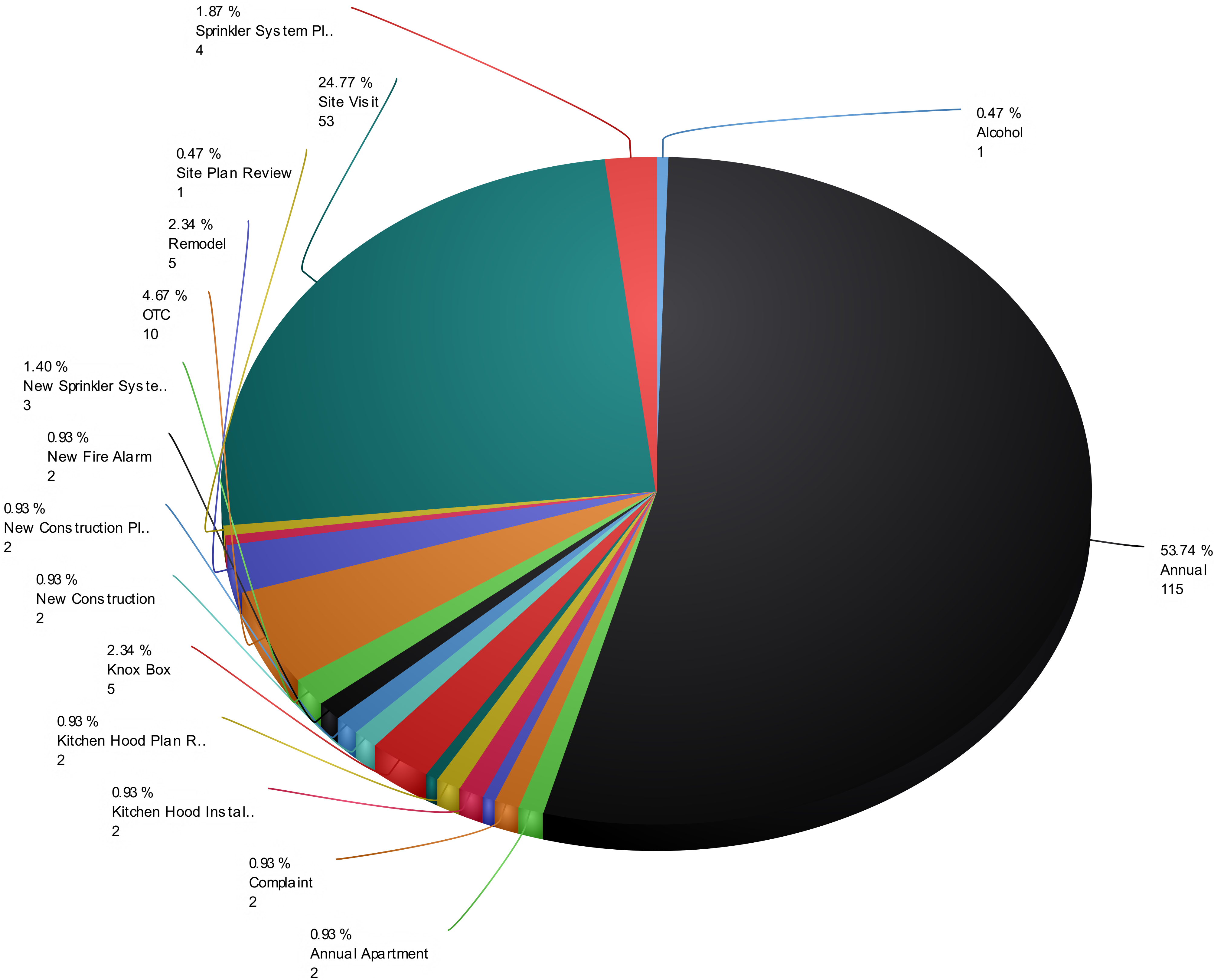
5 students attended Interior Search & Rescue 1 hosted at the DFD training center.

1 aspiring officer attended Fire Department Management at GPSTC and attained national certification at the level of Fire Officer 2.

Inspection Visit History by Inspection Type

01/01/2023-01/31/2023

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



Total of Inspection Type: 214

YEAR-TO-DATE BUDGET REPORT

01/31/2023

FOR 2023 01									
ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED	
0010									
350000	511100 WAGES REG	6,026,000	0	6,026,000	343,650.94	.00	5,682,349.06	5.7%	
350000	511300 WAGES - OT	519,000	0	519,000	25,981.90	.00	493,018.10	5.0%	
350000	512100 GROUP INS	1,079,235	0	1,079,235	79,088.26	.00	1,000,146.74	7.3%	
350000	512200 FICA & MED	500,800	0	500,800	36,593.51	.00	464,206.49	7.3%	
350000	512401 RETDCP	396,000	0	396,000	28,929.50	.00	367,070.50	7.3%	
350000	512402 RET DBP	323,000	0	323,000	24,918.38	.00	298,081.62	7.7%	
350000	512403 RET STATE	28,800	0	28,800	2,275.00	.00	26,525.00	7.9%	
350000	512700 WORKERS CO	107,000	0	107,000	.00	.00	107,000.00	.0%	
350000	512900 OTHER EMPL	36,750	0	36,750	2,736.34	.00	34,013.66	7.4%	
350000	512915 CLEANING A	49,900	0	49,900	.00	.00	49,900.00	.0%	
350000	512950 FD CANCER	18,500	0	18,500	16,835.00	.00	1,665.00	91.0%	
350000	521210 LEGAL FEES	4,800	0	4,800	.00	.00	4,800.00	.0%	
350000	522140 LAWN CARE	4,000	0	4,000	142.15	.00	3,857.85	3.6%	
350000	522210 BUILD R&M	60,000	0	60,000	2,261.31	.00	57,738.69	3.8%	
350000	522220 EQ REPAIRS	24,000	0	24,000	1,266.64	.00	22,733.36	5.3%	
350000	522220 APPA MTN APP	100,000	0	100,000	639.80	50.00	99,310.20	.7%	
350000	522320 RENT EQUIP	4,500	0	4,500	278.43	.00	4,221.57	6.2%	
350000	523100 INSURANCE	32,980	0	32,980	.00	370.11	32,609.89	1.1%	
350000	523200 COMMUNICAT	33,750	0	33,750	2,776.67	.00	30,973.33	8.2%	
350000	523500 TRAVEL	20,000	0	20,000	297.00	190.00	19,513.00	2.4%	
350000	523600 DUES	6,000	0	6,000	525.65	.00	5,474.35	8.8%	
350000	523630 RADIO SUBC	11,500	0	11,500	.00	.00	11,500.00	.0%	
350000	523640 VEHICLE IM	1,100	0	1,100	.00	.00	1,100.00	.0%	
350000	523700 TRAINING	28,000	0	28,000	646.86	.00	27,353.14	2.3%	
350000	523900 OTHER PUR	0	0	0	51.95	.00	-51.95	100.0%	
350000	523920 SOFT LIC	16,000	0	16,000	.00	.00	16,000.00	.0%	
350000	531100 SUP GENERA	25,000	0	25,000	714.88	.00	24,285.12	2.9%	
350000	531110 SUP OFFICE	4,000	0	4,000	.00	.00	4,000.00	.0%	
350000	531120 UNIFORMS	140,000	0	140,000	840.00	.00	139,160.00	.6%	
350000	531150 SUP GROUND	3,250	0	3,250	.00	.00	3,250.00	.0%	
350000	531200 UTILITIES	163,000	0	163,000	12,902.44	.00	150,097.56	7.9%	
350000	531250 OIL	5,000	0	5,000	783.54	.00	4,216.46	15.7%	
350000	531270 GASOLINE	16,500	0	16,500	557.86	.00	15,942.14	3.4%	
350000	531275 DIESEL	62,000	0	62,000	2,748.01	.00	59,251.99	4.4%	
350000	531300 MEALS FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%	
350000	531600 SMALL EQUI	30,000	0	30,000	.00	539.96	29,460.04	1.8%	
350000	531700 OTHER SUPP	15,000	0	15,000	.00	.00	15,000.00	.0%	
350000	531700 HAZM OTHER SUPP	12,000	0	12,000	.00	.00	12,000.00	.0%	
350000	531700 SAFET OTHER SUPP	5,000	0	5,000	.00	.00	5,000.00	.0%	
350000	542500 OTHER EQUI	4,000	0	4,000	.00	980.00	3,020.00	24.5%	
TOTAL GENERAL FUND - OPERATING		9,918,365	0	9,918,365	588,442.02	2,130.07	9,327,792.91	6.0%	
TOTAL EXPENSES		9,918,365	0	9,918,365	588,442.02	2,130.07	9,327,792.91		

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: T- 4
Effective: 02/28/2023
Revised: 02/28/2023
Reviewed: 02/28/2023

Fire Chief Signature

DATE

Policy: Compensable Hours (Training)

Scope: All personnel

Definition:

Compensable Training Hours: Any activity that meets any one of the following four criteria:

- Is outside normal hours
- Is not voluntary
- Is job related
- Other job-related work is concurrently performed

Reference: Department of Labor: Wage and Hour Division

PROCEDURE:

In order to ensure complete compliance with all rules and laws involving work related activities, all activities will be measured according to the rules of compensable hours. Any activity meeting any of the established criteria for compensable hours, outside normal work schedule, is required to be approved by the Fire Chief or their designee.

Classes/Training attended at Georgia Public Safety Training Center or National Fire Academy:

- Class request for Georgia Public Safety Training Center (GPSTC) requires approval to go through chain of command beginning with the following approvals according to the chain of command; Company Officer, Battalion Chief, Chief of Training.
 - Classes should be according to current position and immediate career progression
 - For support divisions approval of Division Chief required
- Class request for National Fire Academy requires the same approval process as GPSTC including Fire Chief approval.

Conferences/Meetings:

- All conference attendance shall be a planned event according to the budget and budget preparation process.
- Any meeting attendance outside of normal work hours requiring compensation is required to have approval from the Fire Chief or their designee.

Training Events (other):

- All training events that are not associated with GPSTC or National Fire Academy will require endorsement from Dalton Fire Department by completing a Training Class Endorsement Request in its entirety. (*Appendix A*)
 - The request has to be completed at minimum 45 days prior to start date of the training event.
- No compensation will be received by Dalton Fire Department personnel who attend training events not receiving an approved endorsement by Dalton Fire Department.
- No training hours will be recorded on behalf of personnel attending any training event not receiving an approved endorsement by Dalton Fire Department.
- No Dalton Fire Department issued equipment may be used for training events not receiving an approved endorsement by Dalton Fire Department
- No transportation will be provided by Dalton Fire Department for training events not receiving an approved endorsement by Dalton Fire Department.
- Any training event receiving Dalton Fire Department endorsement will be required to be open to all personnel to which the training is applicable. Battalion Chief's will decide the appropriate attendees for these endorsed training activities based on class material and appropriate skill level.
- Training events receiving Dalton Fire Department endorsement will be require compensation paid to attendees in accordance with the Fair Labor Standards Act (FLSA).
- Endorsement of training event does not guarantee meal reimbursements or transportation being provided. This will be determined on a case by case basis according to budgetary constraints, planning and training event.



Dalton Fire Department

Training Class Endorsement Request

Request Date	
Requested By	
Class Date	
Class Location	
Class Cost	
Organization/Presenter	
Organization/Presenter Background	
Training Topic	
Training Level (circle one)	Firefighter/Firefighter Advanced/Officer
Class Summary	

- All classes not associated with GPSTC or NFA require departmental approval
- No classes without departmental approval will be supported with pay, training hours, transportation or equipment
- Minimum time of notice for consideration is 45 days
- Additional information can be attached and included with request or additional page for summary

APPROVALS/DENIALS

Training Chief	Approval/Denial	Signature _____
Deputy Chief	Approval/Denial	Signature _____
Fire Chief	Approval/Denial	Signature _____