



**PUBLIC SAFETY COMMISSION MEETING
TUESDAY, JULY 27, 2021
8:30 AM
300 WEST WAUGH ST**

A G E N D A

Call to Order

Agenda Approval

Personnel Matters

- [1.](#) Police Department - Life Saving Award Presentation - Officer Tyler McBrayer
- [2.](#) Fire Department - Promotion Letters

Approval of Minutes

- [3.](#) June 22, 2021

Alcohol Applications

- [4.](#) (6) 2021 Alcohol Applications

Police Department

- [5.](#) Crime/Crash Statistics June 2021
- [6.](#) Financial Statistics June 2021
- [7.](#) Written Directive Review

Fire Department

- [8.](#) Statistical Report for June, 2021
- [9.](#) Financial Report for June, 2021
- [10.](#) Review SOP
 1. SOP: GP-13 GCIC Disciplinary Policy
 2. SOP: GP-14 Media Protection
 3. SOP: GP-15 GCIC Man-Mad Natural Disaster Policy
 4. SOP: T-2 Live Fire Training Evolutions

Adjournment

William C Cason III
Chief of Police
CCason@daltonga.gov
www.daltonga.gov



Public Safety Commission
Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield

DALTON POLICE DEPARTMENT
301 Jones Street, Dalton, Georgia 30720
Phone: 706-278-9085

July 27, 2021

Officer Tyler McBrayer
Dalton Police Department
301 Jones St
Dalton, GA 30720

Dear Officer McBrayer:

I am happy to inform you of your selection for the Dalton Police Department Lifesaving Award. Your selection is based on your actions the evening of June 9, 2021 when rendering lifesaving aid to an unconscious male victim with no pulse and who was not breathing at Morris St and Thornton Ave. Your quick reaction and willingness to act in this situation directly led to the preservation of life.

Your actions and performance reflect positively on you and the entire department. Thank you for your willingness to rise to the occasion and provide needed assistance to someone in need.

Best Regards,

A handwritten signature in blue ink, appearing to read 'Cliff Cason', is written over a light blue horizontal line.

Cliff Cason
Chief of Police

Award for
OUTSTANDING
PERFORMANCE



Officer Tyler McBrayer

For your dedication and unselfish acts on June 9, 2021 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.

July 27, 2021

Date

Chief of Police, Cliff Cason

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield

July 27, 2021

Greetings,

I am making a recommendation for the recognition of Prevention Division Coordinator Matt Daniel to the rank of Chief of Preventions. The recognition of this rank is representative of the career path for his position. Matt has met the required prerequisites set forth for this recognition.

Matt has been employed with Dalton Fire Department since January 2003. Matt was promoted to Preventions Division Coordinator in November 2017. Since obtaining his position as Prevention's Division Coordinator, Matt has shown his ability to lead as the head of a division, and move the prevention division forward as according to the vision of the department. Matt has a level 3 NICET (National Institute for Certification in Engineering Technologies) which compliments his abilities working in inspections. Since being promoted to lead the division, I have received several compliments concerning Matt, both internal and from the public. He has implemented a schedule of inspections, electronic inspection program, and many other procedures in the inspection division since taking it over that has proved to be very efficient and productive. This promotion represents the final step in his career progression as the Preventions Division Coordinator, recognizing him with the highest rank achievable within the division.

I would appreciate your support in recognizing Matt with the rank of Chief of Preventions.

Thank you all for your consideration

Todd Pangle
Chief

DALTON FIRE DEPARTMENT

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

404 School Street
Dalton, GA 30720



PUBLIC SAFETY COMMISSION
Terry Mathis
Bill Weaver
Anthony Walker
Truman Whitfield

July 27, 2021

Greetings,

I am making a recommendation for the recognition of Training Division Coordinator Keith Dempsey with the rank of Chief of Training. The recognition of this rank is representative of the career path for his position. Keith has met the required prerequisites set forth for this recognition.

Keith has been employed with Dalton Fire Department since August 2003. Keith was reassigned to the training division as training assistant in June 2005, and promoted to Training Division Coordinator in July 2017. Since obtaining his position as Training Division Coordinator, Keith has shown his ability to lead as the head of a division moving the training division forward as according to the vision of the department. This promotion represents the final step in his career progression as the Training Division Coordinator, recognizing him with the highest rank achievable within the division.

Keith has compiled an impressive training profile. He has several notable accomplishments in his resume which includes a Master's Degree in Fire and Emergency Management Administration through Oklahoma State University, Executive Fire Officer Designation through National Fire Academy, and he has completed the NPQ Fire Officer IV certification. He has completed his Fire Instructor III which proves to be very valuable in the training division. Keith is also a graduate of the Flames program.

I would appreciate your support in recognizing Keith with the rank of Chief of Training.

Thank you all for your consideration.

Todd Pangle
Chief

CITY OF DALTON
PUBLIC SAFETY COMMISSION
MINUTES
JUNE 22, 2021

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, Anthony Walker, Fire Chief Todd Pangle, Police Chief Cliff Cason. Commissioner Truman Whitfield, City Attorney Terry Miller, and Council member Annalee Harlan were absent.

AGENDA APPROVAL

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

PERSONNEL MATTERS

Fire Department – Firefighter of the Year Michael Sams

Fire Chief Todd Pangle presented the Firefighter of the year award to Firefighter Michael Sams. A description outlining Firefighter Sam's accomplishments is a part of the minutes. No motion needed.

MINUTES

The Commissioners were presented written copies of the regular called meeting minutes of May 25, 2021. On the motion of Commissioner Weaver, second Commissioner Walker, the minutes were approved. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for May 2021

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of May, 2021. As noted in the written summary, Police Chief Cason reported the rate of Year to Date Part I crimes, decreased by 1.7% when compared to the same month in 2020. Police Chief Cason further reported that traffic crashes have increased by approximately 21.5% compared to last year.

On the motion of Commissioner Walker, second Commissioner Weaver, 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 May 2021

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of May, 2021. Police Chief Cason reported the department has expended 38% of their 2021 budget and are under budget by approximately 3.5% and on track for the end of the 2021 fiscal year.

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

POLICE DEPARTMENT

.....Continued

Written Directives

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

- 2.9 Table of Organization
- 2.17 Department Inspections
- 2.20 Vehicle Fleet Maintenance
- 2.28 Crime Analysis / Traffic Analysis
- 3.5 Physical Readiness Program
- 5.2 Less-lethal Weapons
- 5.3 Conducted Energy Weapon
- 6.3 All Hazards Plans
- 7.16 License Plate Recognition Systems
- 7.20 Volunteers in Police Service

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

FIRE DEPARTMENT

Monthly Statistical Report – May 2021

Fire Chief Todd Pangle presented the May 2021 Statistical Report to the Commission. Chief Pangle outlined details of the complete report, that included the Incident Report with 321 Total Responses, a Dollar Value Saved & Loss Analysis, NFPA Fire Experience Survey, and Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report, and the Inspection Summary.

On the motion of Commissioner Weaver, 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 – May 2021

Fire Chief Todd Pangle presented the Financial Report for the month of May 2021 to the Commission. Chief Pangle stated the department is approximately 5% under budget for the month and on track for the end of the 2021 fiscal year.

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

Standard Operating Procedures - Review

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

- SOP – ENF-1 Enforcement of Fire Lane Violations
- SOP – C-2 Radio Check
- SOP – ENF-2 Enforcement of False Nuisance Alarms

The vote was unanimous in favor.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Walker, second Commissioner Weaver, the meeting was adjourned at 9:24 a.m.

Terry Mathis, Chairman

ATTEST:

Anthony Walker, Secretary

2021 ALCOHOL BEVERAGE APPLICATION

PSC TUESDAY JULY 27, 2021
M&C MONDAY AUGUST 2, 2021

(6) 2021 ALCOHOL APPLICATIONS

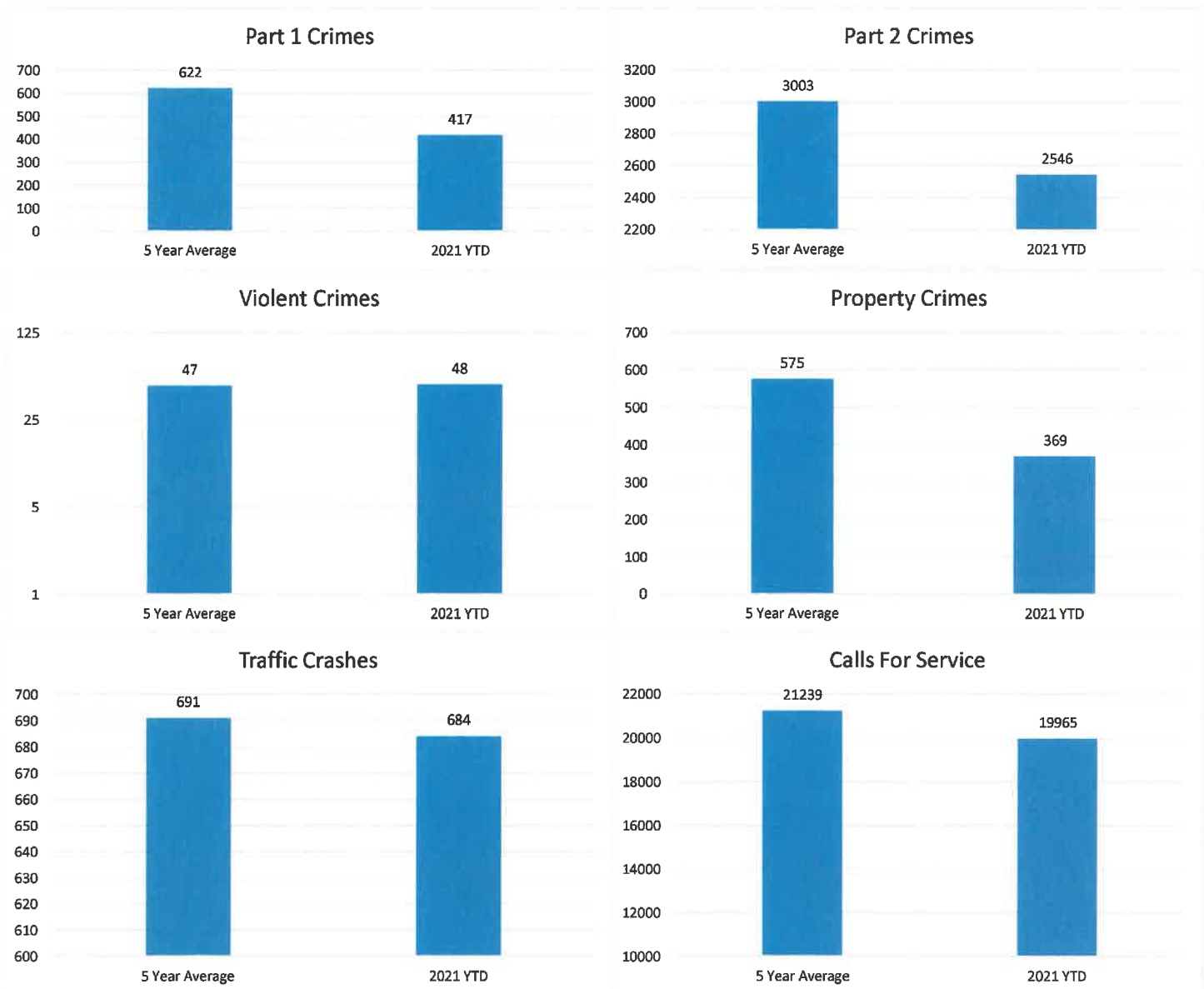
1. Business Owner: VIP Friends, Inc.
d/b/a: VIP Tobacco Mart
Applicant: Ashit Suhilkumar Kadaki
Business Address: 785 Shugart Rd. Suite 4
License Type: Package Beer (Retail Package Store)
Disposition: **New**
2. Business Owner: Valley K Services, LLC
d/b/a: Royal Vape
Applicant: Umar Sheikh
Business Address: 920 Market St. Suite F & E
License Type: Package Beer, Package Wine (Retail Package Store)
Disposition: **New**
3. Business Owner: Chihuahua Mexican Food, LLC
d/b/a: Chihuahua Mexican Food
Applicant: Rosa D. Jimenez
Business Address: 314 North Glenwood Ave. Suite 1
License Type: Pouring Beer, Pouring Liquor (Restaurant)
Disposition: **New**
4. Business Owner: 706 Empire, LLC
d/b/a: High Roller Lounge
Applicant: Alvaro Acosta
Business Address: 251 N. Hamilton St.
License Type: Pouring Beer (Lounge / Pub)
Disposition: **New**
5. Business Owner: Jaynil Maharshi, LLC
d/b/a: Market Place
Applicant: Bhavana S. Patel
Business Address: 1001 Market St. Suite 23
License Type: Pouring Beer, Pouring Wine (Amusement Arcade)
Disposition: **New**
6. Business Owner: CMI Designs, Inc.
d/b/a: CMI Designs, Inc.
Applicant: Courtney Myers
Business Address: 921 S. Thornton Ave.
License Type: Package Wine (Retail Package Store)
Disposition: **New**

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 27, 2021**

Summary of Data and Crime Statistics for June 2021

General

The following statistics compare 2021 year-to-date statistics with the five-year average prior to 2020. Part 1 crimes are approximately 33% lower than the five-year statistics. Part 2 have decreased by approximately 15.2% during the same time. Property crimes show a decrease of approximately 35.8% from the five-year average. There have been 48 violent crimes year-to-date compared to the five-year average of 47. Traffic crashes have decreased by approximately 1% compared to the five-year average. Calls for service show a decrease of approximately 6% during the same time.



DALTON POLICE DEPARTMENT PUBLIC SAFETY COMMISSION MEETING JULY 27, 2021

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2017-2021

June 2021

	2017	2018	2019	2020	2021	TREND
Part I Crimes YTD	624	582	553	438	417	
Homicides	0	0	0	0	1	
Rape	10	3	10	4	9	
Robbery	10	10	2	9	2	
Aggravated Assault	35	21	35	33	36	
Violent Crime Totals	55	34	47	46	48	
Burglary	70	80	47	47	47	
Larceny-Theft	451	424	434	312	263	
Motor Vehicle Theft	46	41	25	33	58	
Arson	2	3	0	0	1	
Property Crime Totals	569	548	506	392	369	
Violent Crime Clearance	80%	88%	91%	65%	60%	
Property Crime Clearance	39%	34%	48%	31%	43%	
Part I Arrests	219	171	232	137	131	
Citations	6,065	6,693	6,561	6,151	4,956	
Calls for Service	19,912	20,595	22,110	25,026	19,965	
Traffic Crashes	701	687	714	563	684	

Analysis

In the year to date 2021 there have been 417 Part 1 crimes reported compared to 438 in 2020 which shows an approximate decrease of 4.8%. Motor vehicle thefts have increased significantly since last year.

There have been 48 violent crimes reported 2021 YTD compared to 46 reported violent crimes YTD 2020. There have been two robberies reported in 2021 compared to nine last year. Year to date property crimes have shown a decrease of approximately 5.9% when compared to 2020 YTD statistics.

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

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 27, 2021**

DALTON POLICE DEPARTMENT CRIME STATISTICS												
	INCIDENTS				CLEARANCES				ARRESTS			
			2021	2020			2021	2020			2021	2020
	6/21	6/20	YTD	YTD	6/21	6/20	YTD	YTD	6/21	6/20	YTD	YTD
Part I Offenses												
Homicide	0	0	1	0	0	0	1	1	0	0	1	0
Rape	2	0	9	4	0	0	4	2	0	0	1	0
Robbery	1	2	2	9	3	1	4	5	1	1	1	5
Aggravated Assault	6	9	36	33	5	5	20	22	4	5	17	21
Burglary	9	12	47	47	4	0	15	2	3	0	12	12
Larceny - Theft	42	51	263	312	25	21	123	109	17	18	91	90
Motor Vehicle Theft	7	10	58	33	3	4	20	10	1	4	8	9
Arson	1	0	1	0	0	0	0	0	0	0	0	0
PART I SUBTOTAL	68	84	417	438	40	31	187	151	26	28	131	137
Part II Offenses												
Other Assaults - not agg.	24	33	177	212	31	21	162	138	23	17	118	121
Forgery/Counterfeiting	1	4	26	26	1	1	4	9	1	1	3	4
Fraud	8	16	87	96	2	1	34	20	0	1	24	15
Embezzlement	1	0	1	0	1	0	1	1	0	0	0	1
Stolen Property	2	1	7	11	1	1	2	16	1	1	1	16
Vandalism	22	32	131	152	4	9	40	47	3	8	21	44
Weapons Violations	0	6	25	26	1	5	33	28	1	5	31	28
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	4	6	29	22	4	2	12	12	2	0	5	5
Drug Sales	1	9	43	31	0	11	38	50	0	11	38	45
Drug Possession	13	28	179	130	9	22	178	105	9	21	153	99
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	2	8	26	35	1	7	18	26	1	7	16	25
Liquor Violations	2	2	29	23	2	3	24	17	2	3	23	16
Drunkenness	9	15	46	62	8	17	48	65	8	17	47	65
Other Disorderly Conduct	17	23	98	133	7	10	71	75	6	9	53	73
Curfew Violations	2	1	12	6	0	1	9	4	0	1	8	3
All Other Offenses	260	414	1513	1600	159	187	1406	884	129	179	1220	856
DUI	9	9	117	64	10	8	119	65	10	8	118	65
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
PART II SUBTOTAL	377	607	2546	2629	241	306	2199	1562	196	289	1879	1481
PART I AND II TOTAL	445	691	2963	3067	281	337	2386	1713	222	317	2010	1618
Crashes			2021	2020	Enforcement						2021	2020
	6/21	6/20	YTD	YTD					6/21	6/20	YTD	YTD
Public Roadway	102	84	684	563					495	568	3,151	3,515
									296	397	1,805	2,611
911 Calls	3,473	4,318	19,965	25,026					791	965	4,956	6,111

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 27, 2021**

Summary of Significant Events for June 2021

During the month of June 2021 officers responded to multiple medical calls where the officers were the first to arrive on scene and provided medical care upon arrival. There was a reported burglary at the Baymont Inn during June. This incident resulted in two subsequent reports of a robbery and a stolen vehicle. Officers made four total arrests of suspects related to these cases.

21-003380	Medical	Morris St & Thornton Ave
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Officers responded to a call of an unconscious male subject that was not breathing. The responding officer arrived on scene and contacted the caller and patient. The responding officer began to conduct CPR on the victim. The officer completed multiple rounds of CPR on the patient. The Dalton Fire Department arrived and took over chest compressions. The patient was transported to Hamilton Medical Center where a pulse was restored.

21-003486	Overdose	1116 Willowdale Rd NW
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Officers were dispatched in reference an unresponsive male subject that had possibly overdosed. Upon arrival to the scene, the officer located the subject who was unresponsive. The officer administered a single dose of Narcan in an attempt to revive the patient. After the officer administered the Narcan, the patient came to and spoke with the officer. The patient was transported to Hamilton Medical Center for further treatment.

21-003594	Sex Offense	1521 W Walnut Ave
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Officers responded to Panda Express in reference to a male exposing himself to a female and her children. The subject was also taking photographs. The suspect left the scene in a black Chrysler 300 prior to the arrival of law enforcement. The complainant provided a description of the male subject to the responding officers. This case is currently under investigation.

21-003600	Arson	1235 N Glenwood Ave
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A homeless male subject is suspected of setting fire to some of the tents in the homeless camp in the wooded area behind this location. Responding officers were able to locate the suspect at a nearby business. Upon making contact with the suspect, he denied any involvement in setting the fires. The suspect was arrested on an outstanding warrant. This case remains active and is currently under investigation.

21-003292	Robbery	2106 Chattanooga Rd
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While assisting with another call at the Baymont Inn, the victim advised a male subject took her car keys by force and intimidation. The suspect also struck another subject in the head, leaving visible marks. The suspect was gone prior to the arrival of officers. Warrants were obtained for this incident and a previous vehicle theft related to this case. The suspect was later arrested and served with the warrant.

**DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 27, 2021**

June 2021 Crash Statistics

In June 2021 there were 102 non-private property crashes reported. Injury crashes and total injuries decreased when compared to May 2021. Rear end and angle crashes were the most prevalent during June 2021. Following too closely was the leading contributing factor in injury crashes and non-injury crashes. Walnut Ave had the highest number of crashes, while Chattanooga Rd had the highest number of injuries..

Total Crashes	June 2021	May 2021	Change	YTD 2021	YTD 2020	Change
	102	131	-22.1%	684	563	21.5%
Injury Crashes	Total	Complaint	Minor	Serious	Fatality	Multiple
	19	7	11	1	0	7
Total Injuries	32					
DUI Crashes	Speed Crashes	Distracted Crashes	Following Too Closely Crashes			
2	10	9	31			
Day of the Week	Total		Time of Day	Total		
Monday	12		0000 - 0559	2		
Tuesday	18		0600 - 0859	8		
Wednesday	20		0900 - 1059	6		
Thursday	14		1100 - 1359	24		
Friday	18		1400 - 1559	18		
Saturday	7		1600 - 1859	30		
Sunday	13		1900 - 2159	11		
			2200 - 2359	3		
Collision Type	Total		Contributing Factors	Total		
Rear End	41		Following Too Closely	31		
Angle	38		Failure to Yield	20		
Collision with an Object	13		Too Fast for Conditions	10		
Sideswipe - Same Direction	5		Distracted	9		
Sideswipe - Opposite Direction	4		Improper Turn	7		
Head On	1					
Top Streets	Total Crashes	% Total	Injuries	% Injuries		
Walnut Ave	11	10.8%	0	0.0%		
Chattanooga Rd	8	7.8%	7	21.9%		
Thornton Ave	7	6.9%	4	12.5%		
Glenwood Ave	7	6.9%	3	9.4%		
Waugh St	4	3.9%	5	15.6%		
Selective Enforcement Details	Locations	Total Details	Violations			
May 2021	Glenwood Ave, Walnut Ave	9	90			

DALTON POLICE DEPARTMENT
PUBLIC SAFETY COMMISSION MEETING
JULY 27, 2021

SUMMARY OF THE FINANCIAL STATISTICS FOR JUNE 2021

The police department budget is on track for FY 2021, and we have expended approximately 45% of our 2021 budget at this point in the budget cycle. We are currently on track to be under budget for the year.

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



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glytdbud

07/09/2021 09:08
628mlope
The City of Dalton
YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141501	PD ADMINISTRATION							
141501 000010	SALARIES-REGULAR	385,300	0	385,300	182,923.62	.00	202,376.38	47.5%
141501 000011	SALARIES OVERTIME	1,400	0	1,400	.00	.00	1,400.00	.0%
141501 000016	SALARY - BONUS	0	0	0	4,000.00	.00	-4,000.00	100.0%
141501 000020	FICA	29,600	0	29,600	14,291.64	.00	15,308.36	48.3%
141501 000030	PENSION	6,000	0	6,000	3,946.39	.00	2,053.61	65.8%
141501 000032	PENSION - DB PLAN	175,200	0	175,200	67,790.22	.00	107,409.78	38.7%
141501 000033	PENSION - STATE	1,000	0	1,000	700.00	.00	300.00	70.0%
141501 000040	HOSPITALIZATION I	41,600	0	41,600	19,909.50	.00	21,690.50	47.9%
141501 000045	EE LIFE & DISABIL	2,200	0	2,200	1,016.70	.00	1,183.30	46.2%
141501 000050	GENERAL INSURANCE	115,200	0	115,200	112,677.12	.00	2,522.88	97.8%
141501 000060	WORKER COMPENSATI	12,200	0	12,200	5,812.68	.00	6,387.32	47.6%
141501 000080	OFFICE EQUIPMENT	5,000	0	5,000	.00	.00	5,000.00	.0%
141501 000110	TELEPHONE	45,000	0	45,000	24,019.87	.00	20,980.13	53.4%
141501 000120	TRAINING EXPENSES	12,000	0	12,000	1,759.70	.00	10,240.30	14.7%
141501 000130	VEHICLE EXPENSES	2,000	0	2,000	132.99	.00	1,867.01	6.6%
141501 000140	COPIER RENTAL/SUP	9,000	0	9,000	2,943.45	.00	6,056.55	32.7%
141501 000150	PRINTING	4,000	0	4,000	417.40	39.50	3,582.60	11.4%
141501 000160	POSTAGE	3,500	0	3,500	461.71	.00	3,038.29	13.2%
141501 000360	LEGAL FEES	15,000	0	15,000	1,723.65	.00	13,276.35	11.5%
141501 000410	GAS & OIL	5,800	0	5,800	1,518.10	.00	4,281.90	26.2%
141501 000440	SUPPLIES	800	0	800	124.22	27.97	675.03	19.0%
141501 000450	CLEANING ALLOWANC	1,800	0	1,800	163.50	30.25	1,636.25	10.8%
141501 000455	CLOTHING ALLOWANC	1,800	0	1,800	900.00	.00	900.00	50.0%
141501 001010	OFFICE SUPPLIES	2,000	0	2,000	1,120.35	7.49	879.65	56.4%
141501 001030	COMPUTER SOFTWARE	158,500	0	158,500	87,289.38	196.80	71,710.62	55.2%
141501 001300	MEALS	2,000	0	2,000	.00	.00	2,000.00	.0%
141501 001410	DUES/FEES/SUBSCRI	4,000	0	4,000	2,120.00	.00	1,880.00	53.0%
141501 001665	RADIO SUBSCRIBER	25,000	0	25,000	.00	.00	25,000.00	.0%
141501 001990	MISCELLANEOUS	2,000	0	2,000	672.79	.00	1,327.21	33.6%
141501 003226	CUSTODY OF PRISIO	110,000	0	110,000	19,165.54	.00	90,834.46	17.4%
	TOTAL PD ADMINISTRATION	1,178,900	0	1,178,900	557,600.52	302.01	620,997.47	47.3%



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glytdbud

07/09/2021 09:08
628mlope
The City of Dalton
YEAR-TO-DATE BUDGET REPORT

FOR 2021 99

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141503 PD PATROL								
141503 000010 SALARIES-REGULAR	3,466,600	0	0	3,466,600	1,486,239.89	.00	1,980,360.11	42.9%
141503 000011 SALARIES OVERTIME	85,000	0	0	85,000	20,960.83	.00	64,039.17	24.7%
141503 000016 SALARY - BONUS	0	0	0	0	5,000.00	.00	-5,000.00	100.0%
141503 000020 FICA	270,000	0	0	270,000	113,465.14	.00	156,534.86	42.0%
141503 000030 PENSION	177,000	0	0	177,000	80,620.49	.00	96,379.51	45.5%
141503 000032 PENSION - DB PLAN	291,000	0	0	291,000	142,934.55	.00	148,065.45	49.1%
141503 000033 PENSION - STATE	21,500	0	0	21,500	11,100.04	.00	10,399.96	51.6%
141503 000040 HOSPITALIZATION I	511,000	0	0	511,000	261,686.00	.00	249,314.00	51.2%
141503 000045 EE LIFE & DISABIL	20,900	0	0	20,900	8,372.62	.00	12,527.38	40.1%
141503 000060 WORKER COMPENSATI	111,700	0	0	111,700	53,219.22	.00	58,480.78	47.6%
141503 000120 TRAINING EXPENSES	109,000	0	0	109,000	26,950.46	150.00	81,899.54	24.9%
141503 000130 VEHICLE EXPENSES	31,000	0	0	31,000	16,547.75	.00	14,452.25	53.4%
141503 000130 SHOP VEHICLE EXP -	106,200	0	0	106,200	48,746.32	.00	57,453.68	45.9%
141503 000400 EQUIPMENT MAINT &	10,000	0	0	10,000	1,194.32	.00	8,805.68	11.9%
141503 000410 GAS & OIL	159,000	0	0	159,000	74,458.26	129.18	84,412.56	46.9%
141503 000440 SUPPLIES	5,500	0	0	5,500	2,048.09	.00	3,451.91	37.2%
141503 000450 CLEANING ALLOWANC	10,000	0	0	10,000	3,031.50	760.75	6,207.75	37.9%
141503 000460 UNIFORMS	64,000	0	0	64,000	4,472.02	919.00	58,608.98	8.4%
141503 001010 OFFICE SUPPLIES	3,000	0	0	3,000	1,398.58	.00	1,601.42	46.6%
141503 001300 MEALS	2,000	0	0	2,000	666.28	.00	1,333.72	33.3%
141503 001410 DUES/FEES/SUBSCTR	3,800	0	0	3,800	124.00	.00	3,676.00	3.3%
141503 001660 COMMUNICATION EQU	1,500	0	0	1,500	.00	.00	1,500.00	.0%
141503 001990 MISCELLANEOUS	5,000	0	0	5,000	570.49	.00	4,429.51	11.4%
141503 039980 CAPITAL OUTLAY <	24,500	0	0	24,500	22,128.06	.00	2,371.94	90.3%
TOTAL PD PATROL	5,489,200	0	0	5,489,200	2,385,934.91	1,958.93	3,101,306.16	43.5%



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ACCOUNTS FOR:
0010 GENERAL FUND - OPERATING

ORIGINAL APPROP TRANFRS/
ADJSTMTS

ENCUMBRANCES

AVAILABLE
BUDGET

PCT
USED

141504 PD CRIMINAL INVESTIGATION DIV

141504 000010 SALARIES-REGULAR	870,300	0	0	388,175.46	.00	482,124.54	44.6%
141504 000011 SALARIES OVERTIME	38,800	0	0	9,180.96	.00	29,619.04	23.7%
141504 000016 SALARY - BONUS	0	0	0	2,000.00	.00	-2,000.00	100.0%
141504 000020 FICA	69,500	0	0	29,926.95	.00	39,573.05	43.1%
141504 000030 PENSION	32,200	0	0	16,300.77	.00	15,899.23	50.6%
141504 000032 PENSION - DB PLAN	238,200	0	0	93,142.83	.00	145,057.17	39.1%
141504 000033 PENSION - STATE	4,500	0	0	2,525.00	.00	1,975.00	56.1%
141504 000040 HOSPITALIZATION I	152,000	0	0	86,922.54	.00	65,077.46	57.2%
141504 000045 EE LIFE & DISABIL	5,100	0	0	2,341.00	.00	2,759.00	45.9%
141504 000060 WORKER COMPENSATI	26,300	0	0	12,530.58	.00	13,769.42	47.6%
141504 000120 TRAINING EXPENSES	28,800	0	0	9,739.06	232.25	18,828.69	34.6%
141504 000130 VEHICLE EXPENSES	7,000	0	0	2,087.80	469.71	4,442.49	36.5%
141504 000400 EQUIPMENT MAINT &	1,500	0	0	180.00	.00	1,320.00	12.0%
141504 000410 GAS & OIL	19,400	0	0	8,608.24	36.76	10,755.00	44.6%
141504 000440 SUPPLIES	3,000	0	0	669.99	286.29	2,043.72	31.9%
141504 000450 CLEANING ALLOWANC	4,000	0	0	1,074.25	115.50	2,810.25	29.7%
141504 000455 CLOTHING ALLOWANC	9,000	0	0	4,500.00	.00	4,500.00	50.0%
141504 001010 OFFICE SUPPLIES	4,000	0	0	3,120.83	.00	879.17	78.0%
141504 001300 MEALS	700	0	0	27.58	.00	672.42	3.9%
141504 001410 DUES/FEES/SUBSCRI	2,200	0	0	770.72	.00	1,429.28	35.0%
141504 001650 PURCHASE EVIDENCE	25,000	0	0	.00	.00	25,000.00	.0%
141504 001660 COMMUNICATION EQU	1,500	0	0	.00	.00	1,500.00	.0%
141504 001990 MISCELLANEOUS	5,000	0	0	454.05	.00	4,545.95	9.1%
141504 039980 CAPITAL OUTLAY <	1,800	0	0	1,512.86	.00	287.14	84.0%
TOTAL PD CRIMINAL INVESTIGATION DIV	1,549,800	0	0	675,791.47	1,140.51	872,868.02	43.7%



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ACCOUNTS FOR:
0010 GENERAL FUND - OPERATING

ORIGINAL APPROP TRANFRS/
ADJSTMTS

REVISED BUDGET YTD EXPENDED ENCUMBRANCES

AVAILABLE BUDGET PCT USED

141507 PD SUPPORT SERVICES

141507 000010 SALARIES-REGULAR
141507 000011 SALARIES OVERTIME
141507 000012 SALARIES-PART TIM
141507 000016 SALARY - BONUS
141507 000020 FICA
141507 000030 PENSION
141507 000032 PENSION - DB PLAN
141507 000033 PENSION - STATE
141507 000040 HOSPITALIZATION I
141507 000045 EE LIFE & DISABIL
141507 000060 WORKER COMPENSATI
141507 000120 TRAINING EXPENSES
141507 000130 VEHICLE EXPENSES
141507 000330 UTILITIES
141507 000410 GAS & OIL
141507 000440 SUPPLIES
141507 000450 CLEANING ALLOWANC
141507 000455 CLOTHING ALLOWANC
141507 000460 UNIFORMS
141507 001010 OFFICE SUPPLIES
141507 001300 MEALS
141507 001410 DUES/FEES/SUBSCRI
141507 001415 CREDIT CARD & BAN
141507 001610 APPLICANT TESTING
141507 001880 COMMUNITY SERVICE
141507 001880 15048 COM SCVS - D
141507 001990 MISCELLANEOUS
141507 039980 CAPITAL OUTLAY <
141507 084725 BUILDING/GROUNDS M

524,500 0 524,500 265,781.73 .00 258,718.27 50.7%
7,500 0 7,500 620.00 .00 6,880.00 8.3%
7,200 0 7,200 490.05 .00 6,709.95 6.8%
0 0 0 9,000.00 .00 -9,000.00 100.0%
41,200 0 41,200 19,804.24 .00 21,395.76 48.1%
27,600 0 27,600 7,767.12 .00 19,832.88 28.1%
94,900 0 94,900 58,936.04 .00 35,963.96 62.1%
600 0 600 724.96 .00 -124.96 120.8%
88,400 0 88,400 60,722.96 .00 27,677.04 68.7%
3,000 0 3,000 1,308.26 .00 1,691.74 43.6%
18,400 0 18,400 8,766.66 .00 9,633.34 47.6%
42,000 0 42,000 13,462.10 .00 25,357.90 39.6%
3,000 0 3,000 35.20 .00 2,964.80 1.2%
48,000 0 48,000 19,457.49 .00 28,542.51 40.5%
7,300 0 7,300 1,837.78 .00 5,462.22 25.2%
3,000 0 3,000 700.27 .00 2,257.59 24.7%
2,400 0 2,400 362.25 .00 1,891.00 21.2%
600 0 600 300.00 .00 300.00 50.0%
4,000 0 4,000 514.37 .00 3,485.63 12.9%
3,200 0 3,200 1,257.36 .00 1,885.55 41.1%
500 0 500 245.92 .00 254.08 49.2%
2,100 0 2,100 782.15 .00 1,317.85 37.2%
600 0 600 83.79 .00 516.21 14.0%
8,500 0 8,500 848.25 .00 7,651.75 10.0%
12,500 0 12,500 2,805.30 .00 9,694.70 22.4%
0 0 0 6,014.94 .00 -6,014.94 100.0%
1,500 0 1,500 95.53 .00 1,404.47 6.4%
900 0 900 824.96 .00 75.04 91.7%
87,100 0 87,100 18,374.76 888.84 67,836.40 22.1%
1,040,500 0 1,040,500 501,924.44 4,314.82 534,260.74 48.7%
9,258,400 0 9,258,400 4,121,251.34 7,716.27 5,129,432.39 44.6%
9,258,400 0 9,258,400 4,121,251.34 7,716.27 5,129,432.39

TOTAL PD SUPPORT SERVICES

TOTAL GENERAL FUND - OPERATING

TOTAL EXPENSES



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YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	9,258,400	0	9,258,400	4,121,251.34	7,716.27	5,129,432.39	44.6%

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

ACCOUNTS FOR:
0210 CONFISCATED ASSETS

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210001 REVENUES							
210001 351102 JUSTI FORFEIT JUST	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351102 TREAS FORFEIT TREA	-20,000	0	-20,000	.00	.00	-20,000.00	.0%
210001 351103 STATE DRUG SEIZURE	-60,000	0	-60,000	-14,514.00	.00	-45,486.00	24.2%
210001 361100 STATE INTEREST FAR	-800	0	-800	-72.04	.00	-727.96	9.0%
210001 361100 TREAS INTEREST TRE	-200	0	-200	-17.67	.00	-182.33	8.8%
210001 392100 STATE PROCEEDS PRO	-10,000	0	-10,000	-6,798.75	.00	-3,201.25	68.0%
TOTAL REVENUES	-111,000	0	-111,000	-21,402.46	.00	-89,597.54	19.3%



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YEAR-TO-DATE BUDGET REPORT

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ACCOUNTS FOR:
0210 CONFISCATED ASSETS

	ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
210415 EXPENDITURES							
210415 000070 STATE ADVERTISING	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 000120 STATE TRAINING EXP	18,000	0	18,000	4,595.00	.00	13,405.00	25.5%
210415 000370 STATE COURT COSTS	12,500	0	12,500	1,979.60	.00	10,520.40	15.8%
210415 001990 JUSTI MISCELLANEOU	1,000	0	1,000	.00	.00	1,000.00	.0%
210415 001990 STATE MISCELLANEOU	7,000	0	7,000	.00	.00	7,000.00	.0%
210415 001990 TREAS MISCELLANEOU	500	0	500	.00	.00	500.00	.0%
210415 021910 STATE COMMUNICATIO	27,000	0	27,000	8,555.02	.00	18,444.98	31.7%
210415 021910 TREAS COMMUNICATIO	500	0	500	.00	.00	500.00	.0%
210415 039980 JUSTI CAPITAL OUTL	19,000	0	19,000	.00	.00	19,000.00	.0%
210415 039980 STATE CAPITAL OUTL	4,300	0	4,300	.00	.00	4,300.00	.0%
210415 039980 TREAS CAPITAL OUTL	19,200	0	19,200	.00	.00	19,200.00	.0%
TOTAL EXPENDITURES	111,000	0	111,000	15,129.62	.00	95,870.38	13.6%
TOTAL CONFISCATED ASSETS	0	0	0	-6,272.84	.00	6,272.84	100.0%
TOTAL REVENUES	-111,000	0	-111,000	-21,402.46	.00	-89,597.54	
TOTAL EXPENSES	111,000	0	111,000	15,129.62	.00	95,870.38	



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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

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	ORIGINAL APPROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	0	0	0	-6,272.84	.00	6,272.84	100.0%

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FOR 2021 99

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0370								
370005	EXPENDITURES							
370005 000350 20103	FACILITY REPAIR	0	55,000	55,000	54,984.78	.00	15.22	100.0%
370005 000350 411	FACILITY REPAIR	0	155,000	155,000	.00	.00	155,000.00	.0%
370005 000350 414	FACILITY REPAIR	0	271,180	271,180	26,714.20	.00	244,465.80	9.9%
370005 000350 420	FACILITY REPAIR	0	40,000	40,000	.00	.00	40,000.00	.0%
370005 000350 610	FACILITY REPAIR	0	25,000	25,000	.00	.00	25,000.00	.0%
370005 001030 412	COMPUTER SOFTW	0	25,000	25,000	.00	.00	25,000.00	.0%
370005 039990	CAPITAL OUTLAY	800,000	-800,000	0	.00	.00	.00	.0%
370005 039990 414	CAPITAL OUTLAY	0	0	0	14,462.00	.00	-14,462.00	100.0%
370005 039990 420	CAPITAL OUTLAY	0	200,000	200,000	.00	.00	200,000.00	.0%
370005 039990 445	CAPITAL OUTLAY	0	295,000	295,000	.00	60,551.00	234,449.00	20.5%
370005 039990 610	CAPITAL OUTLAY	0	279,620	279,620	4,120.00	1,500.00	274,000.00	2.0%
TOTAL EXPENDITURES		800,000	545,800	1,345,800	100,280.98	62,051.00	1,183,468.02	12.1%
TOTAL CAPITAL ACQUISITION FUND		800,000	545,800	1,345,800	100,280.98	62,051.00	1,183,468.02	12.1%
TOTAL EXPENSES		800,000	545,800	1,345,800	100,280.98	62,051.00	1,183,468.02	

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT



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	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	800,000	545,800	1,345,800	100,280.98	62,051.00	1,183,468.02	12.1%

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

[illegible]

**STATE DRUG SEIZURES
(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					107,968.86
1/22/2021	20-003790	Sparks Seizure	800.00		108,768.86
1/22/2021	20-007159	Sanchez-Romero Seizure	2,565.00		111,333.86
1/22/2021	20-005778	Storey Seizure	1,890.00		113,223.86
1/29/2021		Interest Credit	13.91		113,237.77
2/8/2021	PO 21020040	DA's Office - Bonds Seizure Court Cost		106.00	113,131.77
2/8/2021	PO 21020041	Clerk's Office - Bonds Seizure Court Cost		82.00	113,049.77
2/8/2021	PO 21020043	DA's Office - Denton Seizure Court Cost		89.40	112,960.37
2/8/2021	PO 21020044	Clerk's Office - Denton Seizure Court Cost		82.00	112,878.37
2/8/2021	PO 21020045	Verizon Wireless - Dec 10 - Jan 09 Cell Phones		1,684.94	111,193.43
2/8/2021	PO 21021001	DA's Office - Sparks Seizure Court Cost		80.00	111,113.43
2/8/2021	PO 21021002	Clerk's Office - Sparks Seizure Court Cost		82.00	111,031.43
2/8/2021	PO 21021003	DA's Office - Sanchez-Romero Seizure Court Cost		256.50	110,774.93
2/8/2021	PO 21021004	Clerk's Officer - Sanchez-Romero Seizure Court Cost		82.00	110,692.93
2/26/2021		Interest Credit	13.69		110,706.62
3/11/2021	PO 21021005	Verizon Wireless - Jan 10 - Feb 09 Cell Phones		1,703.39	109,003.23
3/12/2021	PO 21021006	DA's Office - Quinn Seizure Court Cost		62.60	108,940.63
3/12/2021	PO 21021007	Clerk's Office - Quinn Seizure Court Cost		82.00	108,858.63
3/12/2021	PO 21021008	DA's Office - Mendiola Seizure Court Cost		356.90	108,501.73
3/12/2021	PO 21021009	Clerk's Office - Mendiola Seizure Court Cost		82.00	108,419.73
3/26/2021	PO 21021010	Verizon Wireless - Feb 10 - Mar 09 Cells Phones		1,730.15	106,689.58
3/31/2021		Interest Credit	15.76		106,705.34
4/30/2021		Interest Credit	14.03		106,719.37
5/4/2021		GOV DEALS - Seized 1992 Chevrolet Camaro Sold	5,750.00		112,469.37
5/4/2021	20-003244	Bonds Seizure	1,060.00		113,529.37
5/4/2021	20-000886	Denton Seizure	894.00		114,423.37
5/4/2021	20-007482	Mendiola Seizure	3,569.00		117,992.37
5/4/2021	20-001146	Coleman-Anderson Seizure	458.00		118,450.37

STATE DRUG SEIZURES (Funds)					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
5/4/2021	20-007304	Quinn Seizure	626.00		119,076.37
5/4/2021	21-001423	Orr Seizure	847.00		119,923.37
5/4/2021	21-000981	Green Seizure	1,374.00		121,297.37
5/4/2021	21-001124	Bush Seizure	431.00		121,728.37
5/5/2021		GOV DEALS - Seized 2006 Mitsubishi Lancer Sold	1,600.00		123,328.37
5/5/2021	PO 21021011	Verizon Wireless - Mar 10 - Apr 09 Cell Phones		1,731.06	121,597.31
5/21/2021	PO 21021012	DA's Office - Green Seizure Court Cost		137.40	121,459.91
5/21/2021	PO 21021013	Clerk's Office - Green Seizure Court Cost		82.00	121,377.91
5/21/2021	PO 21021014	DA's Office - Orr Seizure Court Cost		84.70	121,293.21
5/21/2021	PO 21021015	Clerk's Office - Orr Seizure Court Cost		82.00	121,211.21
5/21/2021	PO 21021016	DA's Office - Bush Seizure Court Cost		43.10	121,168.11
5/21/2021	PO 21021017	Clerk's Office - Bush Seizure Court Cost		82.00	121,086.11
5/21/2021	PO 21021018	Verizon Wireless - Apr 10 - May 09 Cell Phones		1,741.06	119,345.05
5/21/2021		Interest Credit	14.65		119,359.70
6/30/2021		Interest Credit	17.27		119,376.97

Federal Forfeitures Fund Justice Funds					
Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
1/29/2021		Balance			0.48
2/26/2021		Balance			0.48
3/31/2021		Balance			0.48
4/30/2021		Balance			0.48
5/28/2021		Balance			0.48
6/30/2021		Balance			0.48

**Federal Forfeitures Fund
Treasury Funds**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2020 Starting Balance
					27,248.60
1/29/2021		Interest Credit	3.46		27,252.06
2/26/2021		Interest Credit	3.34		27,255.40
3/31/2021		Interest Credit	3.94		27,259.34
4/30/2021		Interest Credit	3.58		27,262.92
5/28/2021		Interest Credit	3.35		27,266.27
6/30/2021		Interest Credit	3.94		27,270.21

To: Public Safety Commission
From: Chief Cliff Cason
Date: July 27, 2021
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
2.3		<u>Planning and Research</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section II – Rewording, updated lettering and numbering
	2	Section III – Rewording, updated lettering
	3	Section IV – Rewording, removed item (B), updated lettering Section V – New Section
2.6		<u>Written Directive System</u>
	1	Updated Revision and Re-evaluation dates Section II – Rewording Section III – Rewording, new item (A)(1), updated numbering
2.13		<u>Civil Litigation</u>
	1	Updated Revision and Re-evaluation dates Section I – Rewording Section III – Rewording, updated lettering and numbering
6.10		<u>Naloxone / Narcan</u>
	1	Updated Revision and Re-evaluation dates
	2	Section III – Rewording, new item (D)(1), updated numbering
7.12		<u>Confidential Expenditures</u>
	1	Updated Revision and Re-evaluation dates Section I – Removed second paragraph
	2	Section III – Rewording, new lettering
	5	Section IV – Rewording
		Section V – Rewording, new item (H)
	7	Section VIII – Rewording

DALTON POLICE DEPARTMENT

		Effective Date April 24, 2012	Number GO91-2.3
Subject Planning and Research			
Reference CALEA Standards – 15.1.1, 15.1.2, 15.2.1, 15.2.2, 21.2.4		Revised June 25, 2019 July 27, 2021	
Distribution All Personnel	Re-evaluation Date July-2024 2023		No. Pages 6

I. Policy

It ~~shall be~~ **is** the policy of the Dalton Police Department to obtain maximum input into the management of the Department through **an effective planning and research function** ~~development of unit-level short-term and long-term goals and objectives.~~

II. Planning Function

- A. Overall planning responsibility for the Department, including budgeting and strategic planning, shall be the duty of the Chief of Police.
- B. Members ~~of the Agency~~ involved in any planning function shall have direct access to the Chief of Police, as well as feedback from the Chief of Police on their recommendations. Planning shall be generally done in conjunction with the budget preparation process; however, special assignments may be made by the Chief of Police as needed.
- C. Although all employees ~~in the Agency~~ may be involved in the planning function, the following specific planning responsibilities are assigned to the following functions:
 - 1.A. Support Services Division Commander – Responsible for the planning of inventory control, form development, facility management and security, property and evidence function, records management, information technology, training, budgeting, and strategic plan implementation.
 - 2.B. Criminal Investigations Division Commander – Responsible for the planning of Departmental criminal investigations, to include narcotics ~~vice,~~ and ~~organized~~ **gang-related** criminal investigations, investigative techniques, strategic ~~and district~~ plan implementation, budgeting, **and** intelligence analysis, ~~and crime prevention.~~
 - 3.C. Patrol Division Commander – Responsible for the planning of Departmental patrol and manpower allocation, planning of equipment and uniforms,

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strategic and district plan implementation, budgeting, **community involvement**, and crime prevention.

- ~~4.D.~~ Administration Division Commander – Responsible for the activities directly associated with the Administrative Division, including planning and research, purchasing, and accreditation, ~~and public relations~~.

III. **Research Function**

- A. Overall research responsibility for the Department shall be the duty of the Chief of Police.
- B. Members ~~of the Agency~~ involved in any research function shall have direct access to the Chief of Police, as well as feedback from the Chief of Police on their recommendations.
- C. Although all employees ~~in the Agency~~ may be involved in the research function, the ~~Planning and Research Manager~~ Administration Division Commander shall be designated as the Planning and Research Manager for the Department and have the primary responsibility to coordinate research efforts.

IV. **Goals and Objectives**

- A. At least annually, as part of the budget process, the Chief of Police ~~will~~ shall request that each division develop goals and objectives that ~~will~~ shall be reviewed and incorporated into the annual goals and objectives for the Department.
- ~~B. A staffing analysis will be completed periodically, at the direction of the Chief of Police, to determine if changes are needed in the number of personnel assigned to each division to sufficiently meet organizational goals and objectives.~~
- ~~B.C.~~ Supervisors ~~will~~ shall conduct staff meetings to solicit input from members of the division in developing their goals and objectives.
- ~~C.D.~~ Once compiled, the goals and objectives ~~will~~ shall be made available to all personnel on a ~~Dalton Police~~ Department-**approved** publishing venue.
- ~~D.E.~~ Documentation shall be kept to help determine progress made toward attaining division goals and objectives.
- ~~E.F.~~ At the Quarterly Combined Command Staff Meeting, each division shall present its progress toward meeting its annual goals and objectives.
- ~~F.G.~~ The Department ~~will~~ shall establish a long-range, **multi-year** plan, which includes the following:
1. **Long-term** goals and operational objectives
 2. Anticipated workload ~~and in relation to~~ population trends

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3. Anticipated personnel levels
4. Anticipated capital improvements and equipment needs
5. Provisions for review and revisions, as needed

V. **Workload Assessment**

- A. A workload assessment of all organizational components shall be conducted once every four (4) years and shall be coordinated by the Planning and Research Manager. These workload assessments shall be considered in the reassessment of allocation and distribution of Department personnel.
- B. The Chief of Police shall allocate personnel to each division, section, and unit, based on authorized staffing and data gained from the workload assessment.
- C. Each Division Commander shall assess the staffing level of each organizational component under his / her command to ensure that the allocation of personnel is providing the most effective and efficient utilization of available personnel.
- D. Factors to be considered in a workload assessment include, but are not limited to:

1. The complexity of assigned tasks.
2. Differences in the nature of assigned tasks.
3. The location and / or time required for the completion of assigned tasks.
4. Daily or hourly distribution of incidents.

E. Patrol Function

The allocation of personnel to the Patrol function shall take into consideration an analysis of the following:

1. Time distribution of patrol activities
 - a. A breakdown of the basic activities of the Patrol Officer and how much time is spent on each activity.
 - b. Workload per shift (Number of incidents per shift / average time available to handle an incident).
2. Availability and relief factors
 - a. The assessment of personnel shall take into consideration assigned work cycles / shifts.

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- b. The time lost through days off, holidays, and other leave, in comparison to the total time required for each Patrol assignment, shall be considered.

F. Criminal Investigations Function

The allocation of personnel to the Criminal Investigations function shall take into consideration an analysis of the following:

1. Case load requirements

- a. Caseloads for each Investigator.
- b. The nature of cases to be investigated with regard to continued public safety, Department priorities, solvability factors, and other related issues.
- c. The need for specialized training to effectively investigate specific crimes.
- d. Specific trends in criminal activity, as may be identified through the crime analysis function.

2. Availability and relief factors

- a. The assessment of personnel shall take into consideration assigned work cycles / shifts.
- b. The time lost through days off, holidays, and other leave, in comparison to the total time required for each Criminal Investigations assignment shall be considered.

G. Support Services Function

1. The allocation of personnel to the Support Services function shall take into consideration an analysis of the following:

- a. Staffing levels required to support the Records Section.
- b. Staffing levels required to support the Property and Evidence Section.
- c. Staffing levels required to support the Training function.
- d. Staffing levels required to support the Recruiting function.

2. In each area, the assessment should examine specific duties, workload trends, service trends, staffing levels, and other related areas.

H. Administrative Function

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1. The allocation of personnel to the Administrative function shall take into consideration an analysis of the following:
 - a. Staffing levels required to support the Accreditation function.
 - b. Staffing levels required to support the Purchasing function.
 - c. Staffing levels required to support the Planning and Research function.
2. In each area, the assessment should examine specific duties, workload trends, service trends, staffing levels, and other related areas.

I. Distribution of Personnel

1. The Chief of Police shall reassess the distribution of personnel in each division based on each workload assessment.
2. The Patrol Division Commander shall maintain a map of the City of Dalton that indicates each designated district and / or beat. The map shall be used when considering the distribution of Patrol personnel.
3. Patrol personnel are distributed in accordance with temporal and geographic distribution of incidents.
 - a. Proportional distribution should consider incidents, locations, and variance of workloads.
 - b. Distribution should be in accordance with temporal and geographic factors as they relate to calls for service and specific activity trends.
 - c. Shift periods shall be calculated as a percentage of the Patrol workload and considered in regards to the distribution of personnel.
 - d. The number of Officers per shift and per district shall be distributed as proportionally as possible based on the workload assessment.
4. The Patrol Division Commander shall annually reassess the distribution of Patrol personnel. Incidents by reporting areas (districts), as tabulated by the Intelligence Analyst, shall be used in the annual reassessment of the distribution of personnel.

J. Non-sworn Personnel

The workload assessment shall examine non-enforcement positions currently filled by sworn personnel to determine which, if any, may be reclassified as non-sworn positions.

K. Specialized Assignments

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1. To effectively respond to the changing needs and demands of the community, the Department may create specialized assignments to address specific problems.
2. Specialized assignments shall be included in the workload assessment. This review shall determine the effectiveness of the position(s), needed staffing levels, and recommendations for improvements.

This policy supersedes any previous policies issued.
BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-2.6
Subject Written Directive System			
Reference CALEA Standards – 12.2.1, 12.2.2		Revised July 23, 2019 27, 2021	
Distribution All Personnel	Re-evaluation Date July 2024 2023		No. Pages 4

I. Policy

It is the policy of the Dalton Police Department that personnel follow the guidelines set forth in this directive for the development, review, and distribution of written directives.

II. Definitions

- A. *General Order* – A permanent directive, concerned with policy, rules, and procedures, affecting more than one organizational component.
- B. *Memorandum* – An informal written document that may or may not convey an order. It is generally an aid to clarify, inform, or inquire.
- C. *Personnel Order* – An announcement of changes in the status of personnel, such as a transfer or promotion.
- D. *Special Order* – A directive affecting a specific segment of the organization or a statement of policy or procedure regarding specific circumstances or events that are temporary in nature.
- E. *Written Directive* – Any written document used to guide or affect the performance or conduct of **Agency Department** employees. The term includes policies, procedures, rules and regulations, general orders, special orders, memorandums, and instructional materials.

III. Procedure

- A. Assignment of Responsibility to Develop Written Directives
 - 1. **The Administration Division Commander is designated as the Planning and Research Manager for the Department.**
 - ~~2.1.~~ Command staff **members** and other selected personnel shall be assigned the responsibility for developing specific written directives.

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- 3.2. Command staff ~~members~~ and others, who take the initiative to develop or update a procedure or directive on their own, ~~should~~ ~~shall~~ advise the Planning and Research Manager of their intentions prior to any substantial work being done. This will minimize the potential for duplication of efforts.
- 4.3. In the event that more than one employee is assigned to research and develop a written directive, a project leader for the effort ~~will~~ ~~shall~~ be designated by the Chief of Police, and specific tasks ~~will~~ ~~shall~~ be assigned to each person developing the directive.

B. Research and Development

- 1. Research should include written directives from other accredited and certified Georgia law enforcement agencies.
- 2. Research may also include other model manuals on police policy and procedure, police textbooks and periodicals, training materials, federal, state, and local laws (if applicable), records, reports, and other applicable written documentation.
- 3. When appropriate, observation of the work to be covered by the directive should take place, unless the developer is already familiar with the same.

C. Preparing Preliminary Drafts of Written Directives

- 1. Directives ~~should~~ ~~shall~~ be submitted for review in an electronic format.
- 2. Written directives ~~will~~ ~~shall~~ follow a standardized format approved by the Chief of Police.
- 3. The content of the directive shall be detailed enough to provide appropriate direction to affected employees but should not be so detailed as to stifle creativity or attempt to cover every conceivable situation.
- 4. When possible, directives shall be written in positive, rather than negative, terms.
- 5. The date on the directive ~~will~~ ~~shall~~ be considered the effective date, unless otherwise noted.

D. Review of Written Directives

- 1. Once prepared, a proposed or revised written directive shall be submitted to the Planning and Research Manager or his / her designee.
- 2. The completed draft of the written directive or other procedure shall be reviewed by the Planning and Research Manager or his / her designee to ensure that:
 - a. The directive satisfies the requirements of the Department.

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- b. The directive does not contradict other ~~Agency~~ Department directives.
 - c. The directive does not contradict applicable federal, state, or local laws.
 - d. The directive complies with applicable certification and accreditation standards.
3. Once the Planning and Research Manager reviews a written directive and confers with the developer on any required changes, the Planning and Research Manager or his / her designee shall forward a copy of the directive to the Chief of Police for review and consideration.
4. After the Chief of Police has reviewed and made recommendations, the directive shall be returned to the Planning and Research Manager or his / her designee for final revisions.
5. The Planning and Research Manager or his / her designee shall assign a number to each new written directive.
- a. Directives shall consist of a prefix to indicate the directive type and the year it was issued (GO - General Order, PO - Personnel Order, SO - Special Order, 88 - 1988, 89 - 1989, etc.). ~~Letters~~ The year ~~will~~ shall be followed by a number, a period, and another number to indicate the chapter within the manual and the directive within the chapter, if applicable.

For example, "GO88-1.1" indicates the directive is a General Order issued in 1988, to be kept in the Employee Handbook, Chapter 1, and it is the first directive issued within that chapter.
 - b. Some directives ~~will~~ do not need to be kept in a manual. An example would be a Special Order covering duty assignments for a parade. This might appear as SO88-23. "SO88" indicates the directive type and year issued, and "23" indicates it is the twenty-third Special Order issued in 1988.
6. The Planning and Research Manager or his / her designee shall submit the final draft of the written directive to the Chief of Police.
7. The Chief of Police may review the written directive with the command staff at an appropriate time.
8. Before the written directive is approved by the Chief of Police, it ~~will~~ shall be submitted to the Public Safety Commission and city attorney for approval.
9. The Chief of Police has the authority to issue, modify, or approve ~~Agency~~ written directives and has the discretion to bypass any of the aforementioned steps when deemed necessary.

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10. During the temporary absence of the Chief of Police, the authority to issue written directives shall follow the order of precedence of command authority as outlined in GO91-2.5, XI, A.
11. Unless otherwise stipulated, the date of review shall be every two (2) years or as directed by the Chief of Police.
12. The contents of a written directive may contain errors. If an error is detected, employees have the responsibility of contacting a Supervisor as soon as possible so that a correction or clarification can be made.

E. Dissemination of Written Directives

1. On the appropriate date, the Planning and Research Manager or his / her designee shall distribute those printed directives that have passed final review to all ~~of the Agency's Supervisors~~ members of the command staff and update each of the designated division manuals. All other employees shall receive notification that the directives have been updated on the PowerDMS website.
2. The Planning and Research Manager or his / her designee shall arrange for electronic acknowledgment, indicating that all employees have reviewed the directive(s). Supervisors shall ensure that subordinate personnel have submitted electronic acknowledgment in PowerDMS within ten (10) working days of issuance.
3. ~~After receiving new or revised directives, Supervisors shall replace or add new directives into their manual. Any directives the Chief of Police deems no longer valid shall be purged from the manual. Supervisors may choose to maintain a physical policy manual. All physical manuals shall be kept up-to-date with all current directives.~~
4. Directives ~~will~~ shall be maintained in appropriate manuals kept in designated areas throughout the Police Services Center and in an electronic format, via the PowerDMS website.
5. The Planning and Research Manager shall ensure all revised or new directives are modified or added to the PowerDMS website. Any directives the Chief of Police deems no longer valid shall be purged from the PowerDMS website.
6. All employees and Officers shall regularly refer to Departmental policies and procedures.
7. Employees are responsible for reviewing all written directive updates and amendments that are issued throughout the year.

F. Exclusions

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1. Special Orders may be written for any one component of the organization and are not subject to the review set forth in this directive.
2. Memorandums may be written for any one component of the organization and are not subject to the review set forth in this directive.
3. Personnel Orders may be written for any one component of the organization and are not subject to the review set forth in this directive.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date	February 24, 2004	Number	GO03-2.13
Subject Civil Litigation					
Reference CALEA Standards – 11.3.3, 11.3.4				Revised July 23, 2019 27, 2021	
Distribution All Personnel		Re-evaluation Date July 2021 2023		No. Pages 6	

I. Policy

It is the policy of the Dalton Police Department to take proactive measures to limit the causes and impact of civil litigation filed against its Officers, Supervisors, and administration.

II. Definitions

- A. *Civil Law* – The law of civil or private rights, sometimes called a *tort law*. In the case of civil lawsuits brought against Officers or Administrators, plaintiffs may ask the court to:
 - 1. Award money damages to be paid by the Officer, Administrators, or City
 - 2. Force the Department to make changes in the way it operates by granting an injunction or entering into a consent decree (agreement to change)
- B. *Discovery* – The judicial process for compelling production of written records or other evidence for use in civil litigation.
- C. *In-camera Inspection* – Judicial inspection of allegedly privileged information to determine whether the need to present such information, as part of the essential proof of the case, outweighs the interest in maintaining its confidentiality.
- D. *Plaintiff* – A person or persons who brings a civil case. A plaintiff may be an inmate, detainee, citizen, a group of citizens, or another governmental body.

III. Procedures

A. General Guidelines

The distractions caused by civil litigation will be are often minimized through the triad of personnel training, supervision, and adherence to policy and procedures. Supporting this triad is the requirement to reasonably and articulately document our decisions and actions.

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B. High-Risk Incidents

1. Any employee ~~that becomes~~ aware of an incident in which there may be a question as to the ~~Agency's~~ ~~Department's~~ liability or the potential for heightened community interest shall immediately notify the Chief of Police or his / her designee through his / her chain of command.
2. The following are some of the operational areas frequently involved in litigation against law enforcement agencies. Officers should be thoroughly familiar with, and use particular care to follow, ~~Agency~~ ~~Department~~ policies and procedures guiding these operational areas:
 - ~~a.1.~~ Use of force ~~in response to resistance~~
 - ~~b.2.~~ Firearms and less-lethal weapons
 - ~~c.3.~~ Vehicular pursuits
 - ~~d.4.~~ Patrol driving and response
 - ~~e.5.~~ Domestic violence
 - ~~f.6.~~ Investigatory stops and arrest procedures
 - ~~g.7.~~ Searches
 - ~~h.8.~~ Motor vehicle stops and searches
 - ~~i.9.~~ Release or distribution of duty-related confidential information
 - ~~j.10.~~ Workplace harassment
 - ~~k.11.~~ Transportation of prisoners
 - ~~l.12.~~ Secondary employment and off-duty powers

C. Response to High-Risk Incidents

1. When responding to or on the scene of a high-risk incident, ~~Officers~~ shall:
 - ~~a.1.~~ Secure the scene and all evidence.
 - ~~b.2.~~ Record the names and addresses of all witnesses on the scene.
 - ~~c.3.~~ Obtain statements at the scene from all relevant sources.
 - ~~d.4.~~ Note all necessary information regarding the incident.
 - ~~e.5.~~ Request a Supervisor be dispatched to the scene if dictated by policy and procedure or if the Officer believes it is necessary to:

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- (1)~~a.~~ Conduct an independent review of all relevant information prior to release of the scene.
- (2)~~b.~~ Review a search or arrest which may have been handled improperly.

2.6. The Supervisor ~~will~~ shall request ~~an~~ the Crime Scene Investigator or other designated personnel to process crime scenes according to Departmental procedure.

3.7. The documentation of critical information shall include:

- a. Whether medical treatment was needed, requested, or received.
- b. Observations regarding all suspects' general mental and physical health and presence of any specific health problems requiring special treatment.
- c. Photographs of suspects and victims, to include any specific injuries.

D. Post-Incident Procedures

- 1. All Officers involved in high-risk incidents ~~will~~ shall fully document the incident to their Supervisor before concluding their shift. Supervisors ~~will~~ shall review the reports, obtain necessary supplemental information, and forward reports to the Records ~~Unit~~ Section, as soon as practical.
- 2. Officers working or involved in the case must understand and adhere to the following:
 - a.4. An internal investigation does not necessarily imply misconduct.
 - b.2. Officers are not to discuss incidents with members of the news media, and shall follow procedures outlined in policy GO88-2.8, News Media / Public Information. ~~This is to be referred to the Public Relations Specialist or Chief of Police or his / her designee.~~ Officers are not to discuss incidents with attorneys not associated with the Department or representing the Officer, unless approved by the Chief of Police or his / her designee or a court order.

E. Responsibilities of the Professional Standards Unit

With the aid of the Department's legal counsel, the Professional Standards Unit ~~will~~ shall coordinate all responses to pending or potential litigation against the Department. The assigned litigation coordinator ~~will~~ shall:

- 1. Notify all divisions and involved personnel to activate a litigation hold on all records, documents, and evidence related to the incident.
- 2. Develop litigation files for each case that include:

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- a. Copies of relevant Departmental written directives pertaining to the incident
 - b. Copies of relevant radio communications, computer records, or telephone records
 - c. Relevant photographs pertaining to the incident
 - d. Copies of the disciplinary and training records of all involved personnel
 - e. Criminal dockets, where applicable, from any criminal case arising from the incident
3. Establish a quality assurance process to confirm that:
 - a. Documents are routed to appropriate parties for resolution
 - b. Documents are processed and completed by due dates
 - c. Records are kept detailing information released in each case and the purpose for its release
 - d. Policies and procedures are protected from release, in accordance with the Georgia Open Records Act
 4. Conduct audits and semi-annual reviews of Departmental litigation to determine if a need for policy and procedure revisions or training exists
 5. Disseminate updated written directives resulting from new case law, statutes, or needs analysis to ~~Agency~~ all personnel
 6. Update employees involved in civil litigation regarding meaningful developments in and status of the cases, especially cases that have been concluded or settled

F. Responsibilities of Employees

Employees named as parties to civil actions for acts or omissions allegedly arising out of their scope of authority or official duties ~~will~~ shall:

1. Immediately notify their immediate Supervisor and the Professional Standards Unit
2. Request representation from the Department's legal counsel or secure representation from a private attorney at his / her own expense, if desired
3. Maintain accurate and detailed reports

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4. Avoid making public statements concerning the litigation without prior approval of the Chief of Police or his / her designee

G. Response to Subpoenas and Discovery Requests

Employees ~~of the Dalton Police Department will~~ shall follow these guidelines regarding subpoenas in matters arising out of their official capacity:

1. When receiving a subpoena to testify, provide deposition, or produce documents, employees ~~will~~ shall immediately notify their immediate Supervisor, the Professional Standards Unit, and the Department's legal counsel. A copy of the subpoena ~~will~~ shall be provided with the notice.
2. All discovery requests or subpoenas for Department records, reports, or Officer notes ~~will~~ shall be acted upon, as directed by the Department's legal counsel and state law.
3. The following information may be released to a judge for in-camera inspection with regard to discovery requests:
 - a. Policy and procedure sections governing the alleged misconduct
 - b. Personnel records
 - c. Citizen complaints
 - d. Internal investigation files related to the incident
 - e. Responses to requests for past internal investigations into alleged misconduct of Officers
 - f. Responses to requests for internal investigations into alleged misconduct or misconduct similar to that being litigated
4. Privileged material generally not subject to discovery includes:
 - a. Names of confidential informants or citizens who wish to remain anonymous
 - b. Records of on-going internal investigations that would be jeopardized by disclosure
 - c. Investigative files relating to ongoing criminal investigations
 - d. Communications subject to any legal privilege

H. Response to Media

The ~~Public Relations Specialist or~~ Chief of Police or his / her designee ~~are the individuals~~ is responsible for authorizing or coordinating all statements pertaining to any incident or litigation involving the Department. The ~~Public Relations~~

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~~Specialist or~~ Chief of Police or his / her designee ~~will~~ shall work with legal counsel to present fair and accurate media statements pertaining to testimony, legal issues, or other concerns arising from litigation or any other incident involving the Department. Employees asked to comment or talk with representatives of the news media ~~will~~ shall, prior to such a meeting or discussion, secure permission from the Chief of Police.

I. Liability Protection

Employee liability protection is provided by the City of Dalton to the extent of, and subject to, the terms and conditions of the insurance policies of the City of Dalton.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date May 23, 2017	Number GO17-6.10
Subject Naloxone / Narcan			
Reference O.C.G.A. 26-4-116.2		Revised July 23, 2019 27, 2021	
Distribution All Personnel	Re-evaluation Date July 2021 2023		No. Pages 3

I. Policy

There are many deaths due to opioid overdose within the community and state, and research indicates that the rapid administration of opioid antagonist drugs by first responders has saved hundreds of lives in Georgia. Under the guidance of the Georgia Medical Amnesty Law, it is the policy of the Dalton Police Department to equip and train Officers to administer the opioid reversal drug naloxone in certain circumstances.

II. Definitions

- A. *Opioid* – Containing or derived from opium, including, but not limited to, heroin and morphine.
- B. *Opioid antagonist* – Any drug that binds to opioid receptors and blocks or inhibits the effects of opioids acting on those receptors and that is approved by the federal Food and Drug Administration for the treatment of an opioid-related overdose.
- C. *Opioid-related overdose* – An acute condition, including, but not limited to, extreme physical illness, decreased level of consciousness, respiratory depression, coma, mania, or death resulting from the consumption or use of an opioid or another substance with which an opioid was combined or that a layperson would reasonably believe to be resulting from the consumption or use of an opioid or another substance with which an opioid was combined.
- D. *First responder* – Any person or agency who provides on-site care until the arrival of a duly-licensed ambulance service. This shall include, but not be limited to, persons who routinely respond to calls for assistance through an affiliation with law enforcement agencies, fire departments, and rescue agencies.
- E. *Medical / Physical Director* – A physician who is responsible for oversight of an opioid antagonist administration program, including providing for or ensuring the medical control of trained first responders; development, implementation, and evaluation of medical protocols; oversight of quality assurance activities; and compliance with Georgia Board of Pharmacy requirements.

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- F. *Naloxone Program Coordinator (NPC)* – The Patrol Division Commander or his / her designee who provides guidance and supervision for trained first responders who are equipped with naloxone and oversees training and services coordination, quality assurance, and reporting.

III. Types of Opioid Inhibitors and Their Use

All Officers are required to be initially trained in the use of naloxone as required by Georgia Department of Public Health rules and guidelines. The NPC shall ensure that ordering, assigning, replacement, maintenance, and record retention for the program occurs according to the guidelines of this directive. Officers will be issued a Narcan brand naloxone HCl 4mg nasal spray and may administer naloxone in accordance with the mandated guidelines set forth by Georgia law.

A. Naloxone Use

Any Officer preparing to use or having used naloxone shall adhere to the following guidelines:

1. Maintain universal precautions ~~through the use of personal protective equipment~~
2. Perform victim assessment
3. Determine ~~level of un~~responsiveness, ~~absence of~~ breathing, and / or ~~no or faint~~ pulse ~~rate~~
4. Request medical assistance from EMS and / or Dalton Fire Department (DFD) and notify them that the victim is in a potential overdose state. Upon arrival of EMS / DFD, the Officer ~~will~~ ~~shall~~ ensure EMS / DFD personnel are updated on any treatment administered prior to their arrival or currently in progress.
5. Notify a Supervisor that naloxone was used

B. Maintenance and Replacement

1. An inspection of the naloxone kit shall be the responsibility of the personnel in which the kit is assigned and ~~will~~ ~~shall~~ be conducted each shift.
2. Naloxone kits must not be left in vehicles when not in use. The manufacturer recommendation for product storage is 68 to 77 degrees Fahrenheit and out of direct sunlight.
3. Missing or damaged naloxone kits ~~will~~ ~~shall~~ be reported to the NPC.
4. Where any condition necessitates, the naloxone kit shall be taken ~~off line~~ ~~out of service~~ and be submitted for replacement to the NPC.
5. Upon administering naloxone, a new kit shall be ~~ordered and~~ issued to that Officer.

RESTRICTED LAW ENFORCEMENT DATA

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C. Reporting Requirements

1. Officers ~~will~~ shall submit an incident report detailing the nature of the incident, the care the victim received, and the fact that naloxone was administered.
2. The incident report ~~will~~ shall be forwarded to the NPC. Records must be completed for statistical value of the naloxone program. The incident report shall be made available to members of DFD and EMS.
- ~~3. The NPC will conduct an audit of all naloxone use during the year and submit an annual report to the Chief of Police.~~

D. Issuance

1. All Officers are required to receive training, which has been approved by the Georgia Department of Public Health, prior to being issued or administering the drug and shall complete refresher training annually.
- 2.1. Naloxone spray shall not be used until an Officer has read and understands this directive.
- ~~2. Training and certification are required prior to issuance.~~
3. Naloxone reserves ~~will~~ shall be stored and maintained by the Property and Evidence Section. ~~Used naloxone containers will be returned to the Property and Evidence Section for disposal.~~

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO92-7.12
Subject Confidential Expenditures			
Reference CALEA Standards – 17.4.2		Revised July 23, 2019 27, 2021	
Distribution All Personnel	Re-evaluation Date July 2021 2023		No. Pages 11

I. Policy

It is the policy of the Dalton Police Department to maintain a confidential expenditure fund for the furtherance of investigations into various types of criminal activities, such as organized crime and illicit drug trafficking, and for the payment of sources of information. This fund shall be included in the Department budget and shall be known as the Purchase of Evidence / Purchase of Information (PEPI) fund.

~~The amount of funds will be determined by the Department budget. The Funds Custodian(s) will maintain each fund, along with the pertaining files and record logbooks separately.~~

II. Definitions

- A. *Approving Authority* – A Supervisor authorized to approve expenditures.
- B. *Authorized Expenditure* – Approved use for the PEPI fund.
- C. *Authorized Personnel* – Personnel approved to expend or request funds.
- D. *Cash advances* – Funds drawn from the Funds Custodian(s) for a specific operation.
- E. *Confidential Source / Informant Payment Receipt* – The approved document to track expenditures.
- F. *Fronted funds* – Funds given to a target of an investigation prior to receiving evidence from that target.
- G. *Funds Custodian(s)* – The appointed person(s) that dispenses the PEPI funds and maintains the appropriate records for the tracking of the PEPI funds.
- H. *Reimbursements* – Funds returned to an Officer for actual investigative expenses incurred and paid for by non-departmental personal money.

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III. **Procedures**

A. Personnel Authorized to Expend Funds

Unless otherwise authorized by the Chief of Police, only the Criminal Investigations Division (CID), the Drug Enforcement Unit (DEU), the Safe Streets Task Force (SSTF), or the Patrol Special Operations Supervisor are authorized to expend funds or request reimbursements from the PEPI fund.

B. Authorized Expenditure

1. The use of PEPI funds may be authorized for the following activity:
 - a. Services of confidential sources and informant sources
 - b. The purchases of evidence, information, and / or contraband
 - c. Gathering of criminal information / surveillance operations
 - d. Special operational clothing, equipment, and / or supplies
 - e. Food and lodging
 - f. Travel expenses
 - g. Payment of rewards
2. The aforementioned expenditures may be authorized, provided that each of the following conditions exists:
 - a. The expenditure is clearly required in the furtherance of an investigative mission. This requirement shall be documented on the Confidential Source / Informant Payment Receipt (Exhibit A), in a criminal intelligence report, or in a supplemental report to the Confidential Informant file.
 - b. PEPI funds ~~will~~ shall only be used for expenditures that are not otherwise budgeted for when, due to time restraints of the investigation, the normal appropriations procedure will hinder the investigation, i.e., the expenditure cannot be financed in the time required from normal operating appropriations. (This section refers primarily to expenditures for clothing, equipment, false business fronts, etc.)

C. Expenditure Restrictions

Expenditures are subject to the following additional restrictions:

1. Expenditures over \$500 require the approval of a DEU, Patrol Special Operations, or CID Supervisor. All expenditures over \$1,500 require the approval of the Chief of Police or his / her designee.

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2. Evidence purchase operations of over \$500.00 require a minimum of four (4) Officers; two (2) Officers for Informant control and two (2) Officers to confront the target if the operation is compromised.

3. Special Operation Clothing, Equipment, and Supplies

This section does not refer to standard civilian clothing or office equipment and supplies. This section refers to specific types of items in each category:

- a. Clothing: Formal wear, occupational uniforms, etc.
- b. Equipment / supplies: Any item that is not presently in use by the Department or a specific need for a certain type of vehicle, etc.
- c. Any item purchased becomes the property of the Department for future use or disposition.

4. Food and Lodging

- a. Food and lodging may be authorized when the exigencies of specific investigative situations require an Officer to reside temporarily in a particular location that cannot be funded due to time restraints through normal appropriations. Officers requesting funds or reimbursements of personal funds for food expenses shall receive payment for meals taken away from their residences only if it is necessary in the furtherance of an investigation. For example, the subject of the surveillance enters a restaurant and the Officer, in order to maintain cover, is required to also order a meal.
- b. All expenses within this category require prior approval and receipts to be submitted. Expenses for food require prior approval by the employee's Supervisor. Expenses for lodging require prior approval by a Division Commander.

5. Travel Expenses

All travel expenses incurred by Officers during the course of an investigative mission must be accompanied by receipts and have prior approval of the appropriate Division Commander. Additionally, Officers are not authorized to use their privately-owned vehicles during the course of any operation, unless specific authorization has been granted by their Division Commander.

6. Requests for Reimbursement of Non-departmental Personal Funds

- a. All requests for reimbursements must be signed by the approving authority, recorded on the Confidential Source / Informant Payment Receipt, and submitted to the Funds Custodian(s).

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- b. Requests for reimbursement are only authorized as an emergency expenditure and must have the telephonic approval of one of the designated approving authorities. Expenses may be pre-approved for reimbursement by approving authorities if they are anticipated by the Officer and specific guidelines are identified and an operational plan designed. An example of a pre-approved expenditure: a target of a surveillance operation is anticipated to possibly be en route to Any Town, USA. If the surveillance ensues, Officers involved in the operation will be authorized reimbursement for authorized expenses incurred. Pre-approved requests for reimbursement expenditures must be documented on an inter-office memorandum prior to commencement of an operation.

7. Payment of Rewards for Information Given in a Major Case Resulting in Arrest and Prosecution of a Suspect

- a. At the completion of adjudication of criminal charges, the lead case Investigator shall submit a recommendation for reward payment with a description of the level of assistance rendered by the witness. The recommendation ~~will~~ shall be forwarded to the CID Division Commander and then to the Chief of Police for review.
- b. A W-9 tax form ~~will~~ shall be submitted to the City of Dalton Finance Department to establish the payee as a one-time vendor. The payee ~~will~~ shall then sign the detail portion of the check to acknowledge receipt of the funds. This detail portion ~~will~~ shall also be signed, as a witness, by the CID Division Commander and one other ~~Agency~~ Department member. The detail portion of the check, along with a copy of the request letter, ~~will~~ shall be maintained in the Property and Evidence Section.

D. Issuance of Funds

Officers assigned to the SSTF and the DEU ~~will~~ shall be issued PEPI funds to have on hand. The unit Supervisor, upon approval of the Division Commander, ~~will~~ shall determine the amount of funds issued to each unit member. These funds ~~will~~ shall be used in accordance with this policy and ~~will~~ shall be subject to inspection at any time. The Officer who expended the funds shall complete the Confidential Source / Informant Payment Receipt (Exhibit A) prior to the conclusion of the operation or debriefing. Prior to the end of the Officer's shift the Confidential Source / Informant Payment Receipt ~~will~~ shall be forwarded to the appropriate Supervisor. The Supervisor ~~will~~ shall forward the Confidential Source / Informant Payment Receipt to the Funds Custodian(s) for filing and re-issuance of funds.

E. Requests for Cash Advances

- 1. Officers requesting funds ~~must~~ shall complete the request form and receive the signature of the designated approving authority prior to receiving funds from the Funds Custodian(s). The approving authority ~~will~~ shall be determined by the amount of funds requested. The approving authority

RESTRICTED LAW ENFORCEMENT DATA

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may request additional information concerning the investigation prior to approving the request for cash advances.

2. The Officer ~~will~~ shall return all funds not expended (including change made by the establishment or offender) for the operation along with the request form and the Confidential Source / Informant Payment Receipt to the Funds Custodian(s).

F. Fund Use for Evidence Purchases

1. Prior to providing any funds to anyone who is not a law enforcement officer for the purpose of purchasing evidence (drugs or other), a Confidential Source Report (Exhibit B) ~~must~~ shall be completed in full with all required signatures and approved by an appropriate Supervisor.
2. The completed Confidential Source Report ~~will~~ shall be maintained in the Confidential Informant file.

G. Payment of Confidential Sources and Confidential Informants

Confidential Sources and Confidential Informants may be given monetary compensation for information they provide. Officers must consider the following criteria as a basis for payments:

1. The value of the information to the investigative effort.
2. The validity of the information.
3. Whether the information was already known.
4. The Confidential Source or Confidential Informant's role in the investigation. For example, he / she made a controlled buy, made an introduction to others, etc.

IV. **Funds Deposits and Verification**

- A. The CID Division Commander ~~will~~ shall be responsible for cashing checks drawn on PEPI accounts and depositing said funds in the appropriate container maintained by the Funds Custodian(s).
- B. At each deposit, the CID Division Commander ~~will~~ shall audit the funds to verify the cash available in the PEPI account and then add the amount of the deposit. The transaction ~~will~~ shall be printed from the PEPI software and signed by the Funds Custodian(s) and the CID Division Commander. The CID Division Commander ~~will~~ shall maintain a file of the deposits in his / her office.

V. **Funds Custodian(s)**

- A. The Property and Evidence Technician(s) is designated as the Funds Custodian(s).

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- B. The confidential expenditure funds shall be maintained in appropriate containers provided for such purposes and secured within the Property and Evidence Section.
- C. The number of funds ~~will~~ shall be determined by the Department budget. The Funds Custodian(s) ~~will~~ shall maintain each fund, along with the pertaining files noted in the Department's PEPI software, separately.
- D. Upon receipt of the Confidential Source / Informant Payment Receipt or the approved request for cash advances, the Funds Custodian(s) shall, through the use of the Department's PEPI software and the Confidential Source / Informant Payment Receipt, record:
 - 1. Date money was issued or spent and to whom the money was issued
 - 2. Amount issued or spent
 - 3. Confidential Source / Informant Payment Receipt number
 - 4. Authorizing official for the expenditure
 - 5. Signature of Officer
 - 6. Witness signature
 - 7. Funds acknowledgement, if required (Funds Custodian(s))
- E. The Department's PEPI software shall be maintained to identify the account's initial balance, credits (cash income received), debits (cash disbursed), and the current balance on hand.
- F. The original copy of the Confidential Source / Informant Payment Receipt, along with any related receipts, shall be filed in a designated, approved container within the Property and Evidence Section along with any other required documents, such as approved requests for cash advances.
- G. When an expenditure is made to a Confidential Source / Confidential Informant for evidence, information, and / or contraband, an entry into the Department's PEPI software ~~will~~ shall reflect a payment going to the source or informant handler. A summary of this information ~~will~~ shall be placed in the related Criminal Intelligence report or in the appropriate Confidential Informant / Source file.
- H. The Funds Custodian(s) shall ensure the Department's PEPI software is kept up-to-date and accurate at all times.

VI. **Fronting of Confidential Expenditure Funds / Flash Rolls**

- A. Unless specifically authorized by the Division Commander, no confidential expenditure funds shall be "fronted" or given in advance to any target of an investigation during the course of the investigation. It shall be the responsibility of the approving authorities with the authorization of the Division Commander to

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determine the use of the front money, weighing the risk of its loss versus the termination of the attempted purchase.

- B. The use of flash rolls is prohibited unless there are more than three (3) Officers participating in the operation for the purpose of officer safety and fund control. Flash rolls are an effective means of retaining control of funds during "Buy-Bust" operations. The danger of a robbery being committed by the offender is also a determining factor.

VII. **Loss or Theft of Funds**

- A. In the event any confidential expenditure funds are lost or stolen by anyone, the appropriate Division Commander shall be notified immediately and made aware of the circumstances.
- B. The Officer supervising the operation shall prepare an inter-office memorandum to the Chief of Police and forward the same through their Division Commander prior to ending his / her tour of duty or at the conclusion of the operation.

VIII. **Funds Audit**

- A. A quarterly audit of all PEPI funds ~~will~~ shall be conducted, and a report of the findings ~~will~~ shall be forwarded to the Chief of Police.
- B. Auditors ~~will~~ shall consist of two employees of the Department, one of which is a Supervisor.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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EXHIBIT A

NUMBER

CONFIDENTIAL SOURCE REPORT / INFORMANT PAYMENT RECEIPT

I certify that on this date, _____, a total of \$ _____
was paid to _____, at _____

For: _____ Drug Purchase _____ Supplies and Equipment
_____ Surveillance Expenses _____ Transportation
_____ Informant Payment _____ Food and Lodging
_____ Special Clothing _____ Other

Describe: _____

Date: _____ Case Number _____

I certify that these funds will only be used in accordance with the applicable general, order governing the use of confidential funds. I further certify that all unspent funds and / or evidence procured through the use of these funds shall be returned to the Dalton Police Department fund custodian or that the evidence / property was placed into the evidence depository.

Attachments: _____ Number of attachments: _____ Receipts attached: ☐ Yes ☐ No

Signature of REQUESTING OFFICER

Signature of PAYEE

WITNESS

FUNDS RECEIVED / sign and date

SUPERVISOR signature

Signature of FUNDS CUSTODIAN

EPF CSR 090127

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Exhibit B

CONFIDENTIAL SOURCE REPORT

C/S NUMBER Control Detective Alternate Detective DATE

1. IDENTIFYING DATA

C/S Name _____ Full True Name _____

Race ____ Sex ____ Height ____ Weight ____ Hair color ____ Eye color ____ DOB _____

Address: _____

Home Phone: _____ Cell Phone: _____ Occupation: _____

GCIC-NCIC checked by: _____ Date: _____

Results attached: Yes () No () Criminal Record: Yes () No ()

DL# _____ State _____ SS# _____

Photo in file: Yes () No () Fingerprint cards with Signature: Yes () No ()

Informant a Juvenile: Yes () No () Juvenile Waiver Form: Yes () No ()

Intelligence files checked: Yes () No ()

Description of vehicle driven: Make _____ Model _____ Color _____

Tag _____ State _____ Other vehicles _____

Name, address and phone number of next-of-kin:

2. GENERAL NATURE OF SERVICE OR INFORMATION EXPECTED

(Check one or more)

_____ Narcotics – Specify _____

_____ Organized Crime _____ Fraud/White Collar Crime

(a) How was the informant recruited/motivated? _____

(b) Contact procedures and any pre-set locations for meetings: _____

(c) Threats against the informant, danger anticipated, and countermeasures to be taken: _____

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(d) Personal or other problems which might hinder the informant's effectiveness: _____

3. CONFIDENTIAL SOURCE ADVISEMENT

(Have the C/S read carefully and sign below)

I understand that while I am a confidential source for the Dalton Police Department (DPD) I am forbidden to do any of the following:

- A. Sell or deliver any controlled substance, dangerous drug, marijuana, or any substance purported to be the same to anyone.
- B. Use sex or sexual activity to induce the sale or delivery of a controlled substance, dangerous drug, marijuana, or any other substance purported to be the same to anyone.
- C. Search any person, suspect, house, papers, or personal effects.
- D. Become involved in any activity which might be construed as entrapment.
- E. Engage in any illegal activity or improper conduct so long as I am working as a confidential source, including carrying a weapon or impersonating an officer of the law.
- F. Divulge to any person, except the agents with whom I am associated, my status as a confidential source for the DPD, unless required to do so in court. I shall not represent myself to others as an employee or representative of the DPD.

I also understand that:

- G. I am agreeing to function as a confidential source of my own free will and accord and not as a result of any intimidation, promises, or threats.
- H. I understand that my relationship with the DPD will not protect me from arrest and prosecution for any violation by me of federal, state, or local laws.
- I. I am not an employee of the DPD. I am an independent contractor on a case or time basis and any payment I receive will be my responsibility in reporting any income for tax purposes.
- J. No officer or agent of the DPD may make any explicit or implicit promises or predications regarding the likely disposition of any criminal charges that are pending against me; only that the officer(s) will make the extent of my cooperation known to the prosecuting authorities.

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- K. I further agree to permit Agents of the DPD and other law enforcement officers to monitor all communications between myself and any parties involved in an investigation or criminal activity by usage of radio transmitters, audio and video recorders, or any other equipment.
- L. I further agree to permit Agents of the DPD to conduct searches of my person, personal effects, and vehicle prior to and immediately following the purchase of contraband in order to ensure I am not in possession of any other funds or contraband at the time of the operation.
- M. I further acknowledge that as a confidential source and independent contractor, I am not entitled to Workmen's Compensation or Unemployment Compensation from the DPD. I shall not hold the DPD liable for any injuries or damage incurred by reason of my association with the DPD.
- N. I further agree not to use the DPD or any of its agents as credit or employment references.
- O. I further agree to maintain a strict accounting of all funds and equipment provided to me by the DPD as part of my activity as a confidential source. I understand that misuse of DPD funds and equipment could be grounds for criminal prosecution of me.
- P. I further agree that after making a purchase of anything of evidentiary value, I will immediately contact the agents with whom I am associated for delivery of such evidence to them.
- Q. I further agree and understand that because of my standing as a confidential source of the DPD, I may be called upon to testify in criminal proceedings. If called upon to testify in any criminal proceedings, I agree to do so in a forthright and truthful manner.
- R. I agree that violation of any of the above provisions will result in termination of my association with the DPD and possible criminal prosecution.

C/S NAME (Signature)	C/S NAME (Printed)
----------------------	--------------------

TRUE NAME (Signature)	TRUE NAME (Printed)
-----------------------	---------------------

WITNESS	DATE/TIME
---------	-----------

Approving Supervisor	DATE/TIME
----------------------	-----------

DET CPR 920124 R0719

RESTRICTED LAW ENFORCEMENT DATA

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Dalton Fire Department

Dalton, GA

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Incident Statistics

Zone(s): All Zones | Start Date: 06/01/2021 | End Date: 06/30/2021

INCIDENT COUNT			
INCIDENT TYPE		# INCIDENTS	
EMS		241	
FIRE		108	
TOTAL		349	
TOTAL TRANSPORTS (N2 and N3)			
APPARATUS	# of APPARATUS TRANSPORTS	# of PATIENT TRANSPORTS	TOTAL # of PATIENT CONTACTS
TOTAL			
PRE-INCIDENT VALUE		LOSSES	
\$256,800.00		\$43,000.00	
CO CHECKS			
424 - Carbon monoxide incident		3	
736 - CO detector activation due to malfunction		1	
746 - Carbon monoxide detector activation, no CO		1	
TOTAL		5	
MUTUAL AID			
Aid Type		Total	
Aid Given		11	
Aid Received		2	
OVERLAPPING CALLS			
# OVERLAPPING		% OVERLAPPING	
114		32.66	
LIGHTS AND SIREN - AVERAGE RESPONSE TIME (Dispatch to Arrival)			
Station	EMS	FIRE	
Station 1	0:04:09	0:04:13	
Station 2	0:05:11	0:05:12	
Station 3	0:04:43	0:05:37	
Station 4	0:04:22	0:06:04	
Station 5	0:04:42	0:05:39	
AVERAGE FOR ALL CALLS		0:04:41	
LIGHTS AND SIREN - AVERAGE TURNOUT TIME (Dispatch to Enroute)			
Station	EMS	FIRE	
Station 1	0:01:01	0:01:19	
Station 2	0:01:12	0:01:23	

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Station 3	0:01:09	0:01:12
Station 4	0:00:57	0:01:33
Station 5	0:00:59	0:01:07
AVERAGE FOR ALL CALLS		0:01:07
AGENCY		AVERAGE TIME ON SCENE (MM:SS)
Dalton Fire Department		16:01

Only Reviewed Incidents included. EMS for Incident counts includes only 300 to 399 Incident Types. All other incident types are counted as FIRE. CO Checks only includes Incident Types: 424, 736 and 734. # Apparatus Transports = # of incidents where apparatus transported. # Patient Transports = All patients transported by EMS. # Patient Contacts = # of PCR contacted by apparatus. This report now returns both NEMSIS 2 & 3 data as appropriate. For overlapping calls that span over multiple days, total per month will not equal Total count for year.

Dalton Fire Department

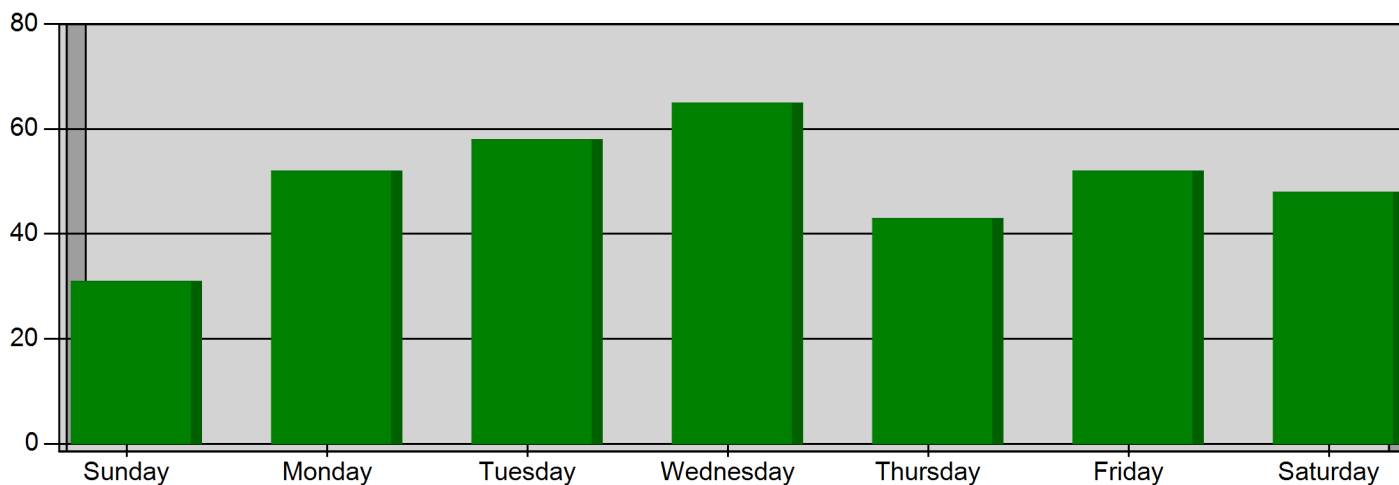
Dalton, GA

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Incidents by Day of the Week for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2021 | End Date: 06/30/2021



DAY OF THE WEEK	# INCIDENTS
Sunday	31
Monday	52
Tuesday	58
Wednesday	65
Thursday	43
Friday	52
Saturday	48
TOTAL	349

Only Reviewed incidents included.

Dalton Fire Department

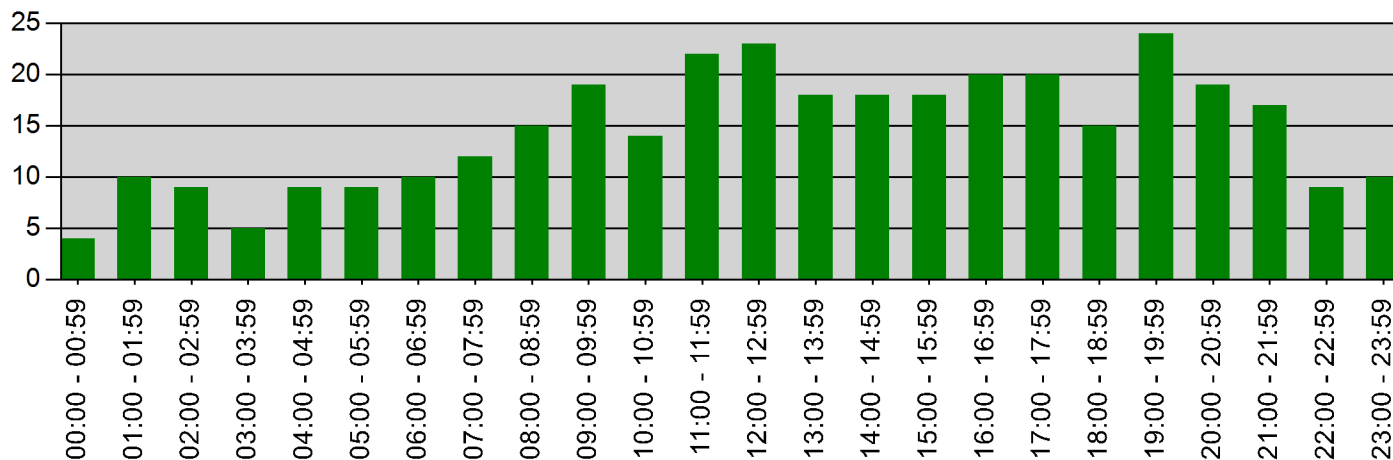
Dalton, GA

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Incidents per Hour for Incident Type Range for Date Range

Start Incident Type: 100 | End Incident Type: 911 | Start Date: 06/01/2021 | End Date: 06/30/2021



Hour	# of CALLS
00:00 - 00:59	4
01:00 - 01:59	10
02:00 - 02:59	9
03:00 - 03:59	5
04:00 - 04:59	9
05:00 - 05:59	9
06:00 - 06:59	10
07:00 - 07:59	12
08:00 - 08:59	15
09:00 - 09:59	19
10:00 - 10:59	14
11:00 - 11:59	22
12:00 - 12:59	23
13:00 - 13:59	18
14:00 - 14:59	18
15:00 - 15:59	18
16:00 - 16:59	20
17:00 - 17:59	20
18:00 - 18:59	15
19:00 - 19:59	24
20:00 - 20:59	19
21:00 - 21:59	17
22:00 - 22:59	9
23:00 - 23:59	10
TOTAL:	349

Only REVIEWED incidents included.



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Dalton Fire Department

Dalton, GA

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Incident Type Count per Station for Date Range

Start Date: 06/01/2021 | End Date: 06/30/2021

INCIDENT TYPE	# INCIDENTS
Station: 1 - STATION 1	
131 - Passenger vehicle fire	1
151 - Outside rubbish, trash or waste fire	1
162 - Outside equipment fire	1
231 - Chemical reaction rupture of process vessel	1
311 - Medical assist, assist EMS crew	94
322 - Motor vehicle accident with injuries	4
323 - Motor vehicle/pedestrian accident (MV Ped)	2
324 - Motor vehicle accident with no injuries.	4
440 - Electrical wiring/equipment problem, other	1
441 - Heat from short circuit (wiring), defective/worn	1
445 - Arcing, shorted electrical equipment	2
500 - Service Call, other	1
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	13
622 - No incident found on arrival at dispatch address	3
651 - Smoke scare, odor of smoke	1
652 - Steam, vapor, fog or dust thought to be smoke	1
733 - Smoke detector activation due to malfunction	1
735 - Alarm system sounded due to malfunction	5
743 - Smoke detector activation, no fire - unintentional	5
744 - Detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
746 - Carbon monoxide detector activation, no CO	1
# Incidents for 1 - Station 1:	146

Station: 2 - STATION 2

131 - Passenger vehicle fire	2
311 - Medical assist, assist EMS crew	38
322 - Motor vehicle accident with injuries	1
324 - Motor vehicle accident with no injuries.	3
424 - Carbon monoxide incident	1
445 - Arcing, shorted electrical equipment	2
551 - Assist police or other governmental agency	1
611 - Dispatched & cancelled en route	4
731 - Sprinkler activation due to malfunction	2
735 - Alarm system sounded due to malfunction	4

Only REVIEWED incidents included.



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INCIDENT TYPE	# INCIDENTS
741 - Sprinkler activation, no fire - unintentional	3
743 - Smoke detector activation, no fire - unintentional	1
745 - Alarm system activation, no fire - unintentional	1
# Incidents for 2 - Station 2:	63

Station: 3 - STATION 3	
131 - Passenger vehicle fire	1
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	43
322 - Motor vehicle accident with injuries	5
412 - Gas leak (natural gas or LPG)	1
611 - Dispatched & cancelled en route	6
735 - Alarm system sounded due to malfunction	2
743 - Smoke detector activation, no fire - unintentional	3
# Incidents for 3 - Station 3:	62

Station: 4 - STATION 4	
111 - Building fire	1
113 - Cooking fire, confined to container	1
311 - Medical assist, assist EMS crew	15
322 - Motor vehicle accident with injuries	3
444 - Power line down	1
445 - Arcing, shorted electrical equipment	2
611 - Dispatched & cancelled en route	3
622 - No incident found on arrival at dispatch address	3
735 - Alarm system sounded due to malfunction	3
743 - Smoke detector activation, no fire - unintentional	3
744 - Detector activation, no fire - unintentional	1
# Incidents for 4 - Station 4:	36

Station: 5 - STATION 5	
142 - Brush or brush-and-grass mixture fire	1
311 - Medical assist, assist EMS crew	25
322 - Motor vehicle accident with injuries	3
352 - Extrication of victim(s) from vehicle	1
424 - Carbon monoxide incident	2
611 - Dispatched & cancelled en route	2
731 - Sprinkler activation due to malfunction	1
733 - Smoke detector activation due to malfunction	2
735 - Alarm system sounded due to malfunction	1
736 - CO detector activation due to malfunction	1
740 - Unintentional transmission of alarm, other	1
745 - Alarm system activation, no fire - unintentional	2
# Incidents for 5 - Station 5:	42

Only REVIEWED incidents included.

Dalton Fire Department

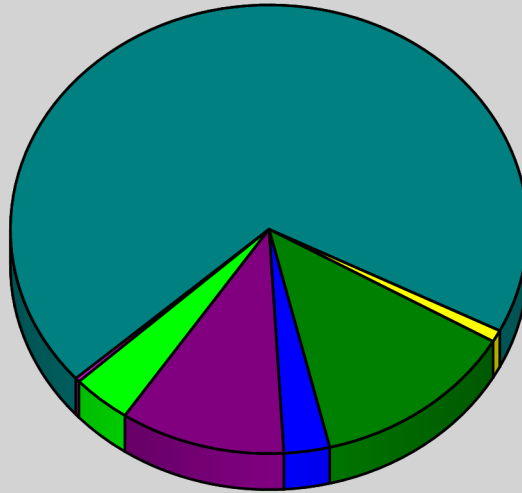
Dalton, GA

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Major Incident Types by Month for Date Range

Start Date: 06/01/2021 | End Date: 06/30/2021



False Alarm & False Call	Hazardous Condition (No Fire)	Rescue & Emergency Medical Service Incident
Fire	Overpressure Rupture, Explosion, Overheat(no fire)	Service Call
Good Intent Call		

INCIDENT TYPE	JUN	TOTAL
False Alarm & False Call	45	45
Fire	10	10
Good Intent Call	36	36
Hazardous Condition (No Fire)	13	13
Overpressure Rupture, Explosion, Overheat(no fire)	1	1
Rescue & Emergency Medical Service Incident	241	241
Service Call	3	3
Total	349	349

Only REVIEWED incidents included



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Dalton Fire Department

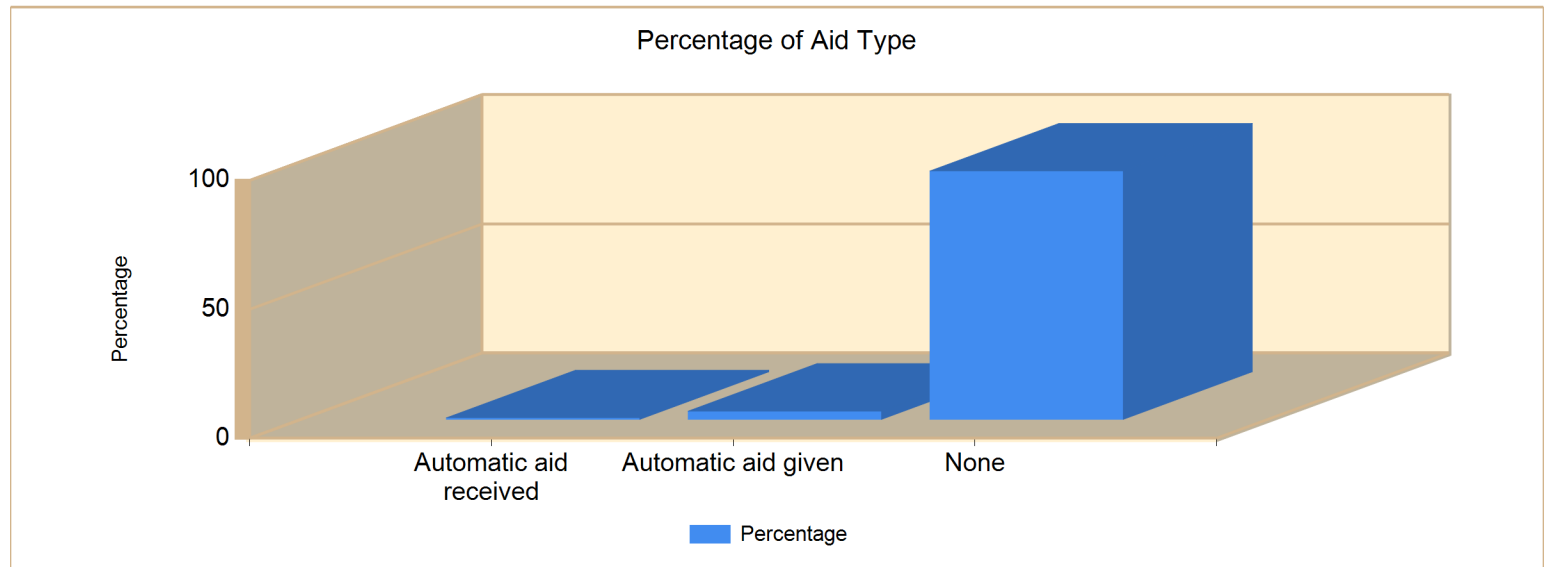
Dalton, GA

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Count of Aid Given and Received for Incidents for Date Range

Start Date: 06/01/2021 | End Date: 06/30/2021



AID TYPE	TOTAL	% of TOTAL
Automatic aid received	2	0.6%
Automatic aid given	11	3.2%
None	336	96.3%

Only REVIEWED incidents included



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Dalton Fire Department

Dalton, GA

This report was generated on 7/20/2021 3:42:46 PM



Detailed Fire Losses per Incident Type for Date Range

Start Date: 06/01/2021 | End Date: 06/30/2021

INCIDENT TYPE	COUNT	% OF INCIDENTS	TOTAL LOSSES (Sum of Property and Content Loss)	% OF TOTAL
111 - Building fire	1	16.67 %	\$1,200.00	2.79 %
131 - Passenger vehicle fire	3	50.00 %	\$40,500.00	94.19 %
142 - Brush or brush-and-grass mixture fire	1	16.67 %	\$500.00	1.16 %
440 - Electrical wiring/equipment problem, other	1	16.67 %	\$800.00	1.86 %

Only REVIEWED incidents included.



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Dalton Fire Department

Dalton, GA

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Detailed Property And Contents Saved for Date Range

Start Date: 06/01/2021 | End Date: 06/30/2021

INCIDENT #	DATE	TYPE	LOCATION	PRE-INCIDENT PROPERTY	PRE-INCIDENT CONTENTS	PRE-INCIDENT TOTAL	PROP. SAVED	CONT. SAVED	TOTAL SAVED
2021-01668	06/15/2021	440 - Electrical wiring/equipment problem, other	1207 PEABODY DR Dalton	\$0.00	\$800.00	\$800.00	\$0.00	\$0.00	\$0.00
2021-01724	06/19/2021	142 - Brush or brush-and-grass mixture fire	1235 N Glenwood AVE Dalton	\$0.00	\$500.00	\$500.00	\$0.00	\$0.00	\$0.00
2021-01738	06/21/2021	131 - Passenger vehicle fire	808 W WALNUT AVE Dalton	\$25,000.00	\$0.00	\$25,000.00	\$22,000.00	\$0.00	\$22,000.00
2021-01754	06/22/2021	111 - Building fire	1917 W Brookhaven CIR Dalton	\$180,000.00	\$12,000.00	\$192,000.00	\$180,000.00	\$10,800.00	\$190,800.00
2021-01780	06/25/2021	131 - Passenger vehicle fire	1013 N Glenwood AVE Dalton	\$3,500.00	\$0.00	\$3,500.00	\$1,000.00	\$0.00	\$1,000.00
2021-01805	06/27/2021	131 - Passenger vehicle fire	334 I75 S Dalton	\$35,000.00	\$0.00	\$35,000.00	\$0.00	\$0.00	\$0.00

TOTAL PRE-INCIDENT PROPERTY	TOTAL PRE-INCIDENT CONTENT	TOTAL PRE-INCIDENT	TOTAL PROP. SAVED	TOTAL CONT. SAVED	TOTAL SAVED
\$243,500.00	\$13,300.00	\$256,800.00	\$203,000.00	\$10,800.00	\$213,800.00

# INCIDENTS	AVG. VAL.	AVERAGE SAVED
6	\$42,800.00	\$35,633.00

Only REVIEWED incidents included



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Training Division Monthly Report

June 2021

Overview

The department hosted a Safe Return course delivered by the Alzheimer's Association that teaches first responders how to interact with patients suffering from dementia or Alzheimer's disease. An NFPA 1670 compliant surface water rescue refresher was delivered to all suppression personnel. This training culminated with a scenario-based rescue evolution conducted at Haig Mill Lake Park. 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 June totaled 1,839.

Outside Schools

An instructor from the Training Division assisted in the delivery of a Trench Rescue Technician course hosted by Catoosa County Fire Department.

One company officer attended a course titled Understanding and Fighting Basement Fires hosted by Cobb County Fire & Emergency Services in Marietta, Georgia.

One of the department's EMT/Paramedic instructors attended an EMS educator update at the Region 1 EMS office in Rome, Georgia.

Dalton Fire Department

Dalton, GA

This report was generated on 7/13/2021 2:29:28 PM



Completed Inspections per Inspection Type for Date Range

Occupancy Status: All | Start Date: 06/01/2021 | End Date: 06/30/2021

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
11301	United Karate Studios Dalton	1132 E Walnut AVE Dalton, GA 30721	06/02/2021	Stratton, Dale Lee	Passed	
11232	Baymont Inn & Suites	2106 Chattanooga RD Dalton, GA 30720	06/03/2021	Blankenship, Donnie	Corrective Action Plan Given	
10355	DPS-Dalton High School	1500 Manly ST Dalton, GA 30720	06/03/2021	Daniel, Matthew T.	Passed	Inspection for Early Head Start. Rooms 304, 326, 331 and 337. Occupancy Load: Room 304: 32 Room 326: 36 Room 331: 30 Room 337: 38
10219	Mitchell & Mitchell	108 S Thornton AVE Dalton, GA 30720	06/03/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add extinguisher.
10965	Reddy Ice	426 S Hamilton ST Dalton, GA 30721	06/03/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10489	Bank of America	300 S Thornton AVE Dalton, GA 30720	06/03/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10519	Daily Citizen News	308 S Thornton AVE Dalton, GA 30720	06/03/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11209	Coppedge, Michmerhuizen, Rayburn	508 S Thornton AVE Dalton, GA 30720	06/03/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11021	Providence Ministries (Homeless Shelter)	613 Oxford ST Dalton, GA 30720	06/03/2021	Blankenship, Donnie	Corrective Action Plan Given	
10100 - 1	Investment & Retirement Management	200 W Emery ST #Suite 1&2 Dalton, GA 30720	06/03/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10488	U.S.Post Office	100 S Thornton AVE Dalton, GA 30720	06/04/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10234	UGA Extension Office	104 S Thornton AVE Dalton, GA 30720	06/04/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Extinguishers need to be inspected.
10100 - 2	Everstep Flooring	200 W Emery ST #Suite 3 Dalton, GA 30720	06/04/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10100	200 Emery St. Property	200 W Emery ST Dalton, GA 30720	06/04/2021	Stratton, Dale Lee	Corrective Action Plan Given	

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
10100 - 3	Vacant	200 W Emery ST #Suite 4 Dalton, GA 30720	06/04/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10100 - 4	Vacant	200 W Emery ST #Suite 5 Dalton, GA 30720	06/04/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11209	Coppedge, Michmerhuizen, Rayburn	508 S Thornton AVE Dalton, GA 30720	06/07/2021	Hearn, Scott Raymond	Passed	
10174	First National Community Bank	415 S Thornton AVE Dalton, GA 30720	06/07/2021	Stratton, Dale Lee	Passed	
10520	Mitchael A. Corbin Attorney at Law	505 S Thornton AVE Dalton, GA 30720	06/07/2021	Stratton, Dale Lee	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov
10756	Aesops Inc.	301 Dayton ST Dalton, GA 30720	06/08/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11018 - 3	LGM & Associates	519 Oxford ST Dalton, GA 30720	06/08/2021	Stratton, Dale Lee	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov
11018 - 2	LGM & Associates	517 Oxford ST Dalton, GA 30720	06/08/2021	Stratton, Dale Lee	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov
11018 - 1	Colorworks	510 S Pentz ST Dalton, GA 30720	06/08/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10883	Georgia Meat Distribution	645 S Hamilton ST Dalton, GA 30721	06/09/2021	Blankenship, Donnie	Failed	
10155	Leo's Car Detailing	633 S Hamilton ST Dalton, GA 30720	06/09/2021	Blankenship, Donnie	Failed	
10757	R&J Properties	309 Dayton ST Dalton, GA 30720	06/10/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton.daltonga.gov
10182	Acree Jinright & Co. Pc.	212 W Gordon ST Dalton, GA 30720	06/10/2021	Stratton, Dale Lee	Failed	Fire extinguishers were installed. No other corrective actions were addressed by the tenant.
10104	El Sol Audio	800 E Morris ST Dalton, GA 30720	06/11/2021	Stratton, Dale Lee	Passed	
10681	Temps Plus	601 S Thornton AVE Dalton, GA 30720	06/15/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10793	Trevor A. Brown, Attorney	603 S Thornton AVE Dalton, GA 30720	06/15/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10829 - 2	Heartlite Hospice	307 W Emery ST #Suite B Dalton, GA 30720	06/15/2021	Stratton, Dale Lee	Passed with Comments	Contact Dale Stratton at 706-278-7363 Ext.248 when the keys are ready to be placed in the Knox Box.
11024	Willie's Bar-B-Que	301 W Emery ST Dalton, GA 30721	06/17/2021	Stratton, Dale Lee	Passed	
11276	Angela Moss Gordy; Certified Public Accountant	605 S Thornton AVE Dalton, GA 30720	06/17/2021	Stratton, Dale Lee	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Annual						
10071	Child Support Enforcement/Department of Human Services	417 W Crawford ST Dalton, GA 30720	06/21/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Have extinguishers inspected by a licensed Georgia contractor.
10654	Flash Graphics	212 N Pentz ST Dalton, GA 30720	06/22/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
11316	McMahan Law Firm	700 S Thornton AVE Dalton, GA 30720	06/22/2021	Hearn, Scott Raymond	Corrective Action Plan Given	See report.
10281	Dalton Family Dentistry	400 S Thornton AVE Dalton, GA 30720	06/22/2021	Hearn, Scott Raymond	Passed	
10876	Lisa's Café	410 S Hamilton ST Dalton, GA 30720	06/22/2021	Stratton, Dale Lee	Passed with Comments	Notify Inspector Dale Stratton when the Knox Box has been installed and keys are ready for placement. 706-278-7363 Ext. 248
10604	McCamy, Phillips, Tuggle, and Fordham	411 W Crawford ST Dalton, GA 30720	06/22/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Add Knox Box to building.
10829 - 3	Fairway Independent Mortgage	307 W Emery ST #C Dalton, GA 30720	06/22/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11322	Salon 315	315 W Franklin ST Dalton, GA 30721	06/23/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
11279	Greg Kinnamon	512 S Thornton AVE Dalton, GA 30720	06/23/2021	Hearn, Scott Raymond	Complaint cleared by Contact	
11081	Christ The King Lutheran Church	625 S Thornton AVE Dalton, GA 30720	06/23/2021	Stratton, Dale Lee	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov
10545	Jack's	1202 N Glenwood AVE Dalton, GA 30721	06/24/2021	Stratton, Dale Lee	Corrective Action Plan Given	All corrective actions regarding fire related equipment must be addressed by 6-28-2021.
10589	Kinard Realty	704 S Thornton AVE Dalton, GA 30720	06/25/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Extinguisher
10504	Oakhaven	216 Fort Hill TER Dalton, GA 30720	06/25/2021	Hearn, Scott Raymond	Passed	
10345 - 1	Congressional Office	702 S Thornton AVE #A Dalton, GA 30720	06/29/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Extinguisher needs an inspection.
11324 - 3	Robinson Door	209 W Emery ST #Suite C Dalton, GA 30720	06/29/2021	Stratton, Dale Lee	Corrective Action Plan Given	
10345 - 2	Kinard Realty	702 S Thornton AVE #B AND C Dalton, GA 30720	06/29/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Inspect extinguishers.
11324 - 1	A-1 Lock & Security	209 W Emery ST #Suite A Dalton, GA 30720	06/29/2021	Stratton, Dale Lee	Corrective Action Plan Given	
11324 - 2	Alpha & Omega Insurance LLC	209 W Emery ST #Suite B Dalton, GA 30720	06/29/2021	Stratton, Dale Lee	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
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Total # Inspections for Annual:

51

Inspection Type: Fireworks

00002 - 1	Phanton Fireworks	883 Shugart RD Dalton, GA 30720	06/17/2021	Stratton, Dale Lee	Passed	
00002 - 2	TNT Fireworks	815 Shugart RD Dalton, GA 30720	06/25/2021	Stratton, Dale Lee	Passed	
00002 - 3	TNT Fireworks	1287 N Glenwood AVE Dalton, GA 30720	06/25/2021	Stratton, Dale Lee	Passed	

Total # Inspections for Fireworks:

3

Inspection Type: New Construction

10738	Fairfield Inn & Suites	786 College DR Dalton, GA 30720	06/01/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
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Total # Inspections for New Construction:

1

Inspection Type: OTC

10576 - 3	The Aesthetic At Trevitt	111 N Hamilton ST Dalton, GA 30720	06/02/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10011 - 3	Top It Off	1506 N Thornton AVE #Suite B Dalton, GA 30720	06/07/2021	Hearn, Scott Raymond	Passed	
10291	Dalton Optometry	415 W Crawford ST Dalton, GA 30720	06/09/2021	Daniel, Matthew T.	Passed	
10421 - 1	Dollar Tree	1261 N Glenwood AVE Dalton, GA 30721	06/10/2021	Blankenship, Donnie	Corrective Action Plan Given	
10627 - 3	Dalton Infra Inc.	911 E Morris ST #Suite A Dalton, GA 30720	06/15/2021	Blankenship, Donnie	Corrective Action Plan Given	
10537	Beautiful Smiles Dentistry	509 S Thornton AVE Dalton, GA 30720	06/15/2021	Blankenship, Donnie	Corrective Action Plan Given	
10103 - 3	Rail Side Tattoo/Hempheads	102 Waugh (West) ST Dalton, GA 30720	06/16/2021	Blankenship, Donnie	Corrective Action Plan Given	
11097 - 10	Benchmark Physical Therapy	785 Shugart RD #Suite 10 Dalton, GA 30720	06/22/2021	Blankenship, Donnie	Corrective Action Plan Given	
10736 - 14	Edible Arrangements	1001 Market ST #Suite 24 Dalton, GA 30720	06/25/2021	Blankenship, Donnie	Corrective Action Plan Given	
10378	Citgo Food Mart	1246 N Thornton AVE Dalton, GA 30720	06/28/2021	Hearn, Scott Raymond	Passed	
11218 - 4	GNC	816 Walnut Square BLVD #Suite 6 Dalton, GA 30720	06/28/2021	Hearn, Scott Raymond	Corrective Action Plan Given	Extinguisher needs updated.

Includes LOCKED inspections for both archived and unarchived occupancy records.



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ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: OTC						
10129 - 1	Chihuahua"s	314 N Glenwood AVE Dalton, GA 30720	06/28/2021	Hearn, Scott Raymond	Passed	
10147	Take 5 Oil Change	2703 Airport RD Dalton, GA 30721	06/29/2021	Daniel, Matthew T.	Passed	

Total # Inspections for OTC: 13

Inspection Type: Plan Review						
10262	Burr Park	101 S Hamilton ST Dalton, GA 30720	06/14/2021	Daniel, Matthew T.	Passed	Concessions and restroom plan review no issues.
10448	Circle K	1200 N Glenwood AVE Dalton, GA 30721	06/14/2021	Daniel, Matthew T.	Passed	Interior remodel no issues.
10731	Brown Sample	1915 Abutment RD Dalton, GA 30720	06/15/2021	Daniel, Matthew T.	Passed	Fire Alarm.
10332	Christian Heritage Elementary School	1600 MLK Jr. BLVD Dalton, GA 30720	06/15/2021	Daniel, Matthew T.	Passed	Fire Alarm no issues.
10772	STR	310 Brookhollow Ind. BLVD Dalton, GA 30720	06/15/2021	Daniel, Matthew T.	Passed	
11268	Wal-Mart	815 Shugart RD Dalton, GA 30720	06/18/2021	Daniel, Matthew T.	Passed	Sprinkler addition.
10351	El Milagro #2	101 E Long ST Dalton, GA 30720	06/18/2021	Daniel, Matthew T.	Passed	Building remodel.
10479	Cornerstone Medical Offices	1430 Chattanooga AVE Dalton, GA 30720	06/23/2021	Daniel, Matthew T.	Passed	Site and building plan review.
11298	Advanced Fibers	1805 S Hamilton ST Dalton, GA 30720	06/23/2021	Daniel, Matthew T.	Passed	Sprinkler plan review.
10120	Vacant	210 N Glenwood AVE Dalton, GA 30720	06/28/2021	Daniel, Matthew T.	Passed	Building plan review no issues.
11326	Blanca's Venue	Pleasant Grove DR NE Dalton, GA 30721	06/28/2021	Daniel, Matthew T.	Passed	Site review.
10428	Dalton Aircraft	4465 Airport RD Dalton, GA 30720	06/29/2021	Daniel, Matthew T.	Passed	
11298	Advanced Fibers	1805 S Hamilton ST Dalton, GA 30720	06/29/2021	Daniel, Matthew T.	Passed	New addition.

Total # Inspections for Plan Review: 13

Inspection Type: Reinspection						
10282	Psychological Forensic Associates	314 S Hamilton ST Dalton, GA 30720	06/07/2021	Hearn, Scott Raymond	Corrective Action Plan Given	

Total # Inspections for Reinspection: 1

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10890	Log Cabin	1001 Poly Pac DR Dalton, GA 30720	06/01/2021	Blankenship, Donnie	Corrective Action Plan Given	
11297	Integrated Fiber Solutions	2313 Dalton Industrial CT Dalton, GA 30720	06/01/2021	Stratton, Dale Lee	Passed with Comments	placed business key in Knox Box
11250	Holiday Inn Express	934 Market ST Dalton, GA 30720	06/02/2021	Hearn, Scott Raymond	Passed with Comments	
10739	Walnut Creek	1115 W Walnut AVE Dalton, GA 30720	06/02/2021	Blankenship, Donnie	Corrective Action Plan Given	
10677- 1	Park Canyon Apartment Homes	2270 Park Canyon DR Dalton, GA 30720	06/02/2021	Blankenship, Donnie	Passed	
10973	Emerald Carpets	2650 Abutment RD Dalton, GA 30720	06/03/2021	Stratton, Dale Lee	Passed with Comments	Put keys in the Knox Box keys.
10974	Emerald Carpets	2668 Abutment RD Dalton, GA 30720	06/03/2021	Stratton, Dale Lee	Passed with Comments	Replaced Knox Box key.
10325	Cuyler Triplex	402 W Cuyler ST Dalton, GA 30720	06/03/2021	Blankenship, Donnie	Passed	
10475	American Legion	1118 N Glenwood AVE Dalton, GA 30720	06/04/2021	Stratton, Dale Lee	Passed	John Wilson 706-226-5120 requested a burn permit to burn a brush pile. Was unable to make contact with Mr. Wilson via phone. Site visit was conducted in an effort to expedite issuance of a burn permit.
10475	American Legion	1118 N Glenwood AVE Dalton, GA 30720	06/04/2021	Stratton, Dale Lee	Passed with Comments	Met with John Wilson to discuss acquiring a burn permit to dispose of hand piled yard debris. Mr. Wilson also needed help accessing the city website to coordinate a Flag Retirement Ceremony. Inspector Stratton assisted Mr. Wilson with signing up through the City Web site.
10343	Vacant	507 S Thornton AVE Dalton, GA 30720	06/07/2021	Stratton, Dale Lee	Passed with Comments	Site visit revealed that the building has been reduced to a single occupancy. Because of the aforementioned finding, tenant occupancies have been archived.
10992	City of Refuge	416 S Glenwood AVE Dalton, GA 30720	06/14/2021	Blankenship, Donnie	Corrective Action Plan Given	
11097 - 10	Benchmark Physical Therapy	785 Shugart RD #Suite 10 Dalton, GA 30720	06/18/2021	Blankenship, Donnie	Corrective Action Plan Given	
10992	City of Refuge	416 S Glenwood AVE Dalton, GA 30720	06/18/2021	Blankenship, Donnie	Passed	
11142	Krystal	1909 E Walnut AVE Dalton, GA 30721	06/21/2021	Stratton, Dale Lee	Passed with Comments	Acquisition of Hood system ventilation information.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10395 - 1	Vacant	305 Fernwood AVE Dalton, GA 30721	06/21/2021	Daniel, Matthew T.	Passed	Met with John Davis and M Fowler to discuss zoning and occupancy of the building.
10777	Longhorn Steak House	1315 W Walnut AVE Dalton, GA 30720	06/21/2021	Hearn, Scott Raymond	Corrective Action Plan Given	
10125	Big Brothers Big Sisters of Northwest Georgia Mountains	209 W Morris ST Dalton, GA 30720	06/22/2021	Stratton, Dale Lee	Passed with Comments	A 30 day extension has been granted.
11063	Vacant	203 W Emery ST Dalton, GA 30720	06/22/2021	Blankenship, Donnie	Passed	Raisin Textiles has moved out of the building, and A1 Lock/Robinson Door is in the process of moving in.
10883	Georgia Meat Distribution	645 S Hamilton ST Dalton, GA 30721	06/22/2021	Blankenship, Donnie	Passed	Met with the occupant who advised he would like to me to come back tomorrow at 2:30 to discuss the sprinkler system and inspect the locked area as previously discussed.
11218 - 37	Chic-Fil-A	816 Walnut Square BLVD #Suite 54 Dalton, GA 30720	06/22/2021	Daniel, Matthew T.	Passed	Met with business owner to discuss temporary food service from a mobile food truck. This is an existing business undergoing renovation. Transient Merchant requirements are being met and the mobile food truck will not be used once the new renovations are complete. Building Inspector was present.
10829	Green Spot Building	307 W Emery ST Dalton, GA 30720	06/23/2021	Stratton, Dale Lee	Passed with Comments	Inspector Stratton accessed the Knox Box to allow Carpet Capitol to disconnect the alarm switch inside. Inspector Stratton function checked the keys to ensure they operated the locks.
11300	Salon Garibaldi	1309 Morris (East) ST Dalton, GA 30720	06/23/2021	Daniel, Matthew T.	Corrective Action Plan Given	
10883	Georgia Meat Distribution	645 S Hamilton ST Dalton, GA 30721	06/23/2021	Blankenship, Donnie	Passed with Comments	
10074	Xtreme Audio and Accessories	400 S Hamilton ST Dalton, GA 30720	06/25/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to assess progress of corrective actions. A 30 day extension has been granted.
10227 - 3	DWCDC	407 S Thornton AVE #Suite 3 Dalton, GA 30720	06/25/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to assess progress of corrective actions. A 30 day extension has been granted.

Includes LOCKED inspections for both archived and unarchived occupancy records.

ID	OCCUPANCY	ADDRESS	DATE	INSPECTOR	RESULT	NOTES
Inspection Type: Site Visit						
10227 - 5	Northwest Family Crisis Center	407 S Thornton AVE #Suite 5 Dalton, GA 30720	06/25/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to assess progress of corrective actions. A 30 day extension has been granted.
10227 - 1	Landmark Realty	407 S Thornton AVE #Suite 1 Dalton, GA 30720	06/25/2021	Stratton, Dale Lee	Passed with Comments	Site visit conducted to assess progress of corrective actions. A 30 day extension has been granted.
10545	Jack's	1202 N Glenwood AVE Dalton, GA 30721	06/28/2021	Stratton, Dale Lee	Passed with Comments	Met with Dan White to assess progress of corrective actions. To date: storage in front of the electrical panels has been moved, exit sign has been repaired, hood system has been cleaned. Mr. White, stated that the hood suppression system and fire extinguishers will be addressed on Wednesday. Replaced the Knox Box key.
10348	Juicy Seafood	819 Walnut Square BLVD Dalton, GA 30721	06/29/2021	Hearn, Scott Raymond	Passed	

Total # Inspections for Site Visit:

30

TOTAL # INSPECTIONS: 112

Includes LOCKED inspections for both archived and unarchived occupancy records.



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Dalton Fire Department

Dalton, GA

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Occupancy Inspection History per Occupancy with Violations

Inspection Observations: CORRECTIVE ACTION PLAN, FAIL | Occupancy Categories: All Categories | Start Date: 06/01/2021 | End Date: 06/30/2021

INSPECTION DATE	INSPECTION TYPE	RESULT	NOTES	QUESTION	REMARKS	OBSERVATION
Engine 1 A Shift						
Child Support Enforcement/Department of Human Services - 417 W Crawford ST - 844.694.2347						
06/21/2021	Annual	Corrective Action Plan Given	Have extinguishers inspected by a licensed Georgia contractor.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	All extinguishers must be inspected by a licensed Georgia contractor annually.	CORRECTIVE ACTION PLAN
Coppedge, Michmerhuizen, Rayburn - 508 S Thornton AVE						
06/03/2021	Annual	Corrective Action Plan Given		Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Update extinguisher.	CORRECTIVE ACTION PLAN
Dalton Infra Inc. - 911 E Morris ST #Suite A						
06/15/2021	OTC	Corrective Action Plan Given		Does the emergency lighting system work correctly?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs properly illuminated?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install cover on electrical outlet. Install blanks in electrical panel.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
Mitchell & Mitchell - 108 S Thornton AVE - 706-278-2040						
06/03/2021	Annual	Corrective Action Plan Given	Add extinguisher.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add correct extinguisher by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

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Temps Plus - 601 S Thornton AVE

06/15/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Install batteries in Carbon Monoxide detectors.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1) All multi plug adapters must be mounted according to manufacturers recommended specifications. 2) Multi plug adapters shall not be plugged into multi plug adapters. 3) Install switch plate covers and outlet covers on all light switches and electrical outlets. 4) Enclose open electrical wiring. 5) Properly mount electrical switch. 6) Install ELECTRICAL PANEL sign on the door covering the electrical panel.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Remove all obstructions from stairwells and means of egress.	CORRECTIVE ACTION PLAN

Engine 1 B Shift

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



Acree Jinright & Co. Pc. - 212 W Gordon ST - 706-278-5853

06/10/2021	Annual	Failed	Fire extinguishers were installed. No other corrective actions were addressed by the tenant.	Are extension cords being used correctly?	Extension cords shall not be plugged into multi plug adapters. Extension cords shall not be plugged into extension cords. Extension cords shall not substitute permanent wiring. Extension cords shall not pass through walls or ceilings.	FAIL
				Are electrical rooms marked?		FAIL
				Is a proper working space provided in front of electrical service equipment?	Remove storage from in front of electrical panels.	FAIL
				Are multiplug adapters code compliant and in proper use?	Multi plug adapters shall not be plugged into multi plug adapters.	FAIL
				Are wiring splices concealed in a junction box and are open junction boxes covered with an approved junction box cover?	Open splices must be installed in approved junction boxes.	FAIL
				Is address signage correct and in place?	Install address signage.	FAIL
				Has a Knox Box containing the property access keys been installed?	Install Knox Box.	FAIL
				Are exits, or enclosures for stairways and ramps free of combustibles?		FAIL
				Are boiler rooms, mechanical rooms, electrical rooms, and fire command centers free of combustible material storage?		FAIL
				Is the headroom in the means of egress code compliant?	Repair stairwell ceiling.	FAIL
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers as discussed.	FAIL

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



Bank of America - 300 S Thornton AVE

06/03/2021	Annual	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
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Trevor A. Brown, Attorney - 603 S Thornton AVE

06/15/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1) Install blanks in open spaces in the electrical panel. 2) Install ELECTRICAL ROOM sign on the door concealing the electrical panel. 3) Install appropriate covers on electrical junction boxes.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	All fire extinguishers require current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Engine 1 C Shift**Psychological Forensic Associates - 314 S Hamilton ST - 844.541.9988**

06/07/2021	Reinspection	Corrective Action Plan Given		Does the emergency lighting system work correctly?	Repair or replace. Not complete. 12/14/2020	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace. Not complete 12/14/2020.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box. Not complete must be installed 05/2021.	CORRECTIVE ACTION PLAN
				Are the size and distribution of fire extinguishers code compliant?	Need minimum 5lb. extinguisher, inspected by licensed contractor. Not complete 12/14/2020.	CORRECTIVE ACTION PLAN

Engine 2 A Shift

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



Fairway Independent Mortgage - 307 W Emery ST #C- (706) 541-8978

06/22/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	All multi plug adapters shall be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	A key to the business must be supplied for placement in the Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	All installed fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

GNC - 816 Walnut Square BLVD #Suite 6- 706-278-7134

06/28/2021	OTC	Corrective Action Plan Given	Extinguisher needs updated.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Extinguisher needs inspection by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN
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Heartlite Hospice - 307 W Emery ST #Suite B- 706.272.1035

06/15/2021	Annual	Passed with Comments	Contact Dale Stratton at 706-278-7363 Ext.248 when the keys are ready to be placed in the Knox Box.	Has a Knox Box containing the property access keys been installed?	Install keys in Knox Box.	CORRECTIVE ACTION PLAN
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McMahan Law Firm - 700 S Thornton AVE

06/22/2021	Annual	Corrective Action Plan Given	See report.	Are there any identifiable electrical hazards?	Have electrician add permanent wiring to pump.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have extinguishers inspected by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN

Engine 2 B Shift**Aesops Inc. - 301 Dayton ST**

06/08/2021	Annual	Corrective Action Plan Given		Does the emergency lighting system work correctly?	Repair or replace all non operational emergency lighting.	FAIL
				Are exits, other than main exits properly marked?	Install additional emergency exit signage in the office area.	CORRECTIVE ACTION PLAN
				Are exit signs properly illuminated?	Repair or replace all non operational emergency exit signage.	FAIL

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



			Are there any identifiable electrical hazards?	1) Install blanks in open spaces in electrical panels. 2) Open slices must be installed and covered in a junction box.	FAIL
			Are multiplug adapters code compliant and in proper use?	Multi plug adapters shall not be plugged into multi plug adapters.	CORRECTIVE ACTION PLAN
			Are wiring splices concealed in a junction box and are open junction boxes covered with an approved junction box cover?	Open splices in junction boxes must be covered with an appropriate junction box cover.	FAIL
			Are rooms containing fire protection equipment properly marked ?	Install a RISER ROOM sign above the door containing the sprinkler riser.	CORRECTIVE ACTION PLAN
			Has a Knox Box containing the property access keys been installed?	Because the building is sprinkled, installment of a Knox Box will be required.	CORRECTIVE ACTION PLAN
			Do doors open readily from the egress side?	Repair non operational emergency exit.	FAIL
			Are normally open valves properly secured?	Sprinkler control valve must be chained in the open position.	FAIL
			Has the sprinkler system been inspected annually by a Georgia licensed contractor?	Sprinkler systems require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	FAIL
			Are existing buildings marked with code compliant FDC signage?	Install FDC signage.	FAIL
			Are fire extinguishers mounted at the proper height?	All fire extinguishers must be properly mounted.	FAIL
			Are the required number and type of fire extinguisher installed for the present hazard or condition?	Install fire extinguishers as discussed.	CORRECTIVE ACTION PLAN
			Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	All fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	FAIL

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Leo's Car Detailing - 633 S Hamilton ST - 7063137158

06/09/2021	Annual	Failed		Is required emergency lighting in place?	Install emergency lighting in building.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Extension cords cannot be used for permanent power. Extension cord should be plugged directly into an outlet when used for temporary power. Electrical wiring should be in conduit with appropriate junction boxes.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	I'm sure address is visible from the road from your property and is the appropriate size and of contrasting color.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox box on building.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Keep means of egress free of obstructions.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Sprinkler system is currently not operational. Sprinkler system shall be brought back up with current code and in working order.	FAIL
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install code compliant fire extinguishers. Fire extinguishers must be tagged by Georgia licensed fire extinguisher contractor.	CORRECTIVE ACTION PLAN

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



R&J Properties - 309 Dayton ST

06/10/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton.daltonga.gov	Is required emergency lighting in place?	Install emergency lighting	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Install exit signs with emergency lighting.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install blanks in open spaces in all electrical panels. Install cover on electrical panel. Install covers on all electrical junction boxes.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Because the building has a sprinkler system, the structure will require installment of a Knox Box.	CORRECTIVE ACTION PLAN
				Are the installed sprinkler systems code compliant?	Install FDC and RISER ROOM signage.	CORRECTIVE ACTION PLAN

Engine 2 C Shift
200 Emery St. Property - 200 W Emery ST - 7062601287

06/04/2021	Annual	Corrective Action Plan Given		Is address signage correct and in place?	Install suite numbering above all doors as discussed.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Repair rear exit door on suite 1.	CORRECTIVE ACTION PLAN

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



Everstep Flooring - 200 W Emery ST #Suite 3- 844-296-4669

06/04/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signage.	CORRECTIVE ACTION PLAN
				Are proper clearances of combustible materials from ignition sources being maintained?	Remove combustibles from mechanical/electrical room. Maintain 36" clearance in front of electrical panel. Install ELECTRICAL ROOM signage.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers require current annual inspection; must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Investment & Retirement Management - 200 W Emery ST #Suite 1&2- 706-278-2429

06/03/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Does the emergency lighting system work correctly?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs properly illuminated?	Repair or replace all non operational exit signage.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	1) Install blanks in open spaces in electrical panels.	CORRECTIVE ACTION PLAN
				Are electrical rooms marked?	Install ELECTRICAL ROOM signage.	CORRECTIVE ACTION PLAN
				Is a proper working space provided in front of electrical service equipment?	Remove storage from in front of electrical panels.	CORRECTIVE ACTION PLAN
				Are multiplug adapters code compliant and in proper use?	Properly mount multi plug adapters according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	Fire extinguishers require current annual inspection; must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
				Do the fire extinguishers have the appropriate inspection tag required by law?		CORRECTIVE ACTION PLAN

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Vacant - 200 W Emery ST #Suite 4- +17062266028

06/04/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install ELECTRICAL ROOM sign on electrical room door.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguisher. All fire extinguishers require a current annual inspection; must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Vacant - 200 W Emery ST #Suite 5- 706-278-9304

06/04/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Install ELECTRICAL ROOM sign on the electrical room door.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguisher. All fire extinguishers require a current annual inspection and it must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Engine 4 A Shift**Fairfield Inn & Suites - 786 College DR - 7062757215**

06/01/2021	New Construction	Corrective Action Plan Given		Have all applicable code requirements been met?	Discussed Porte cochere cover up. Noted the wood would need to be fire retardant or would require sprinkler coverage. Will re-inspect after.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Georgia Meat Distribution - 645 S Hamilton ST - 706-508-8861

06/09/2021	Annual	Failed		Is required emergency lighting in place?	Install emergency lighting and building.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Install exercise image above exit doors. Ensure they are code compliant with battery back up.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	The building does not meet the requirements to have a living quarters. If someone is living in the structure they need to vacate the structure immediately.	FAIL
				Are there any identifiable electrical hazards?	Electrical wiring should be in conduit. Install blanks in electrical panel.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Address number should be visible from the road and meet the requirements of the code.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox box on the building.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Sprinkler system has been removed. Sprinkler system has to be repaired and brought up to current code.	FAIL
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install code compliant fire extinguishers. Fire extinguishers must be tagged by Georgia license for extinguisher contractor.	CORRECTIVE ACTION PLAN

Lisa's Café - 410 S Hamilton ST - 706-278-1159

06/22/2021	Annual	Passed with Comments	Notify Inspector Dale Stratton when the Knox Box has been installed and keys are ready for placement. 706-278-7363 Ext. 248	Has a Knox Box containing the property access keys been installed?	Install Knox Box.	CORRECTIVE ACTION PLAN
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Walnut Creek - 1115 W Walnut AVE

06/02/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Spray foam was used for penetrations and smoke wall it should not be used in a commercial building. Egress doors swing inward and should swing outward.	CORRECTIVE ACTION PLAN
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Engine 4 B Shift

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



City of Refuge - 416 S Glenwood AVE - 706-226-1301

06/14/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	A sprinkler head was activated due to a ball hitting it. This set off the alarm in the building, but the Fire Department didn't get dispatched by the alarm monitoring service. The fire alarm needs to be inspected to ensure that it is being monitored as required. Protective cages that meet code requirements need to be added to sprinkler heads in the gym area.	CORRECTIVE ACTION PLAN
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Colorworks - 510 S Pentz ST - 7062771811

06/08/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Have all applicable code requirements been met?	Fire extinguishers require current annual inspection. Inspection must be conducted by a Georgia licensed contractor. Install FDC sign at the Fire Department Connection.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Repair address signage.	CORRECTIVE ACTION PLAN

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



Edible Arrangements - 1001 Market ST #Suite 24- 7065297255

06/25/2021	OTC	Corrective Action Plan Given		Does the emergency lighting system work correctly?	Repair or replace emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs properly illuminated?	Repair or replace exit signage.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Keep storage a minimum of 18 inches below sprinkler heads.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Install cover on electrical outlet. Remove combustibles near electrical panels. Install blanks in electrical panel.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install a Knox Box on the building. When ordering make sure to select Dalton City as the Fire Department.	CORRECTIVE ACTION PLAN
				Do doors open readily from the egress side?	Ensure both doors are unlocked when open to the public.	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	Contact a Georgia licensed fire extinguisher contractor for inspection.	CORRECTIVE ACTION PLAN

LGM & Associates - 517 Oxford ST

06/08/2021	Annual	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install a fire extinguisher. All fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN
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LGM & Associates - 519 Oxford ST - 706-370-5888

06/08/2021	Annual	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov	Has a Knox Box containing the property access keys been installed?	The structure has a sprinkler system and will require installment of a Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install a fire extinguisher. All fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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



Providence Ministries (Homeless Shelter) - 613 Oxford ST - 706-275-0268

06/03/2021	Annual	Corrective Action Plan Given		Is required emergency lighting in place?	Repair emergency lighting.	CORRECTIVE ACTION PLAN
				Have all applicable code requirements been met?	Install smoke under drop in ceiling in electrical room. Remove combustibles under kitchen hood.	CORRECTIVE ACTION PLAN
				Is a fire alarm installed where required by the Code?	Add required devices in front of building.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove combustibles in electrical room. Email a copy of the current fire alarm inspection report.	CORRECTIVE ACTION PLAN
				Are the means of egress free of obstructions or impediments?	Don't chain egress paths. Corrected on site.	CORRECTIVE ACTION PLAN
				Are all required areas of the building sprinkled?	Add sprinkler head in electrical room and front area not sprinkled.	CORRECTIVE ACTION PLAN

Reddy Ice - 426 S Hamilton ST - 706-278-1071

06/03/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Does the emergency lighting system work correctly?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exits, other than main exits properly marked?	Install additional exit signage as discussed.	CORRECTIVE ACTION PLAN
				Are exit signs properly illuminated?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are doors, passages, or stairways that could be mistaken as an exit marked NO EXIT?	Install NO EXIT signage as discussed.	CORRECTIVE ACTION PLAN
				Are extension cords being used correctly?	Extension cords shall not pass through walls. Extension cords shall not substitute permanent electrical wiring.	CORRECTIVE ACTION PLAN
				Are electrical rooms marked?	Install ELECTRICAL ROOM signage.	CORRECTIVE ACTION PLAN
				Are exits, or enclosures for stairways and ramps free of combustibles?	Remove compressed gas storage from the stairwell.	CORRECTIVE ACTION PLAN

Engine 4 C Shift

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



Christ The King Lutheran Church - 625 S Thornton AVE - 706-278-3979

06/23/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Is required emergency lighting in place?	Repair or replace all non operational emergency lighting.	CORRECTIVE ACTION PLAN
				Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters shall be mounted according to manufacturers recommended specifications. Install blanks in open spaces in electrical the electrical panel. A cover must be installed on electrical junction boxes.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN

Longhorn Steak House - 1315 W Walnut AVE - 706-281-1568

06/21/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Working on fan replacement.	CORRECTIVE ACTION PLAN
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Engine 5 A Shift**Dollar Tree - 1261 N Glenwood AVE**

06/10/2021	OTC	Corrective Action Plan Given		Is address signage correct and in place?	Address signage should be visible from road.	CORRECTIVE ACTION PLAN
				Have sprinklers been maintained and in operational condition?	Install FDC signage. Install cap on FDC.	CORRECTIVE ACTION PLAN

Krystal - 1909 E Walnut AVE - 7066717136

06/21/2021	Site Visit	Passed with Comments	Acquisition of Hood system ventilation information.	Have all applicable code requirements been met?		CORRECTIVE ACTION PLAN
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Engine 5 C Shift

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



Jack's - 1202 N Glenwood AVE - 706-920-2799

06/24/2021	Annual	Corrective Action Plan Given	All corrective actions regarding fire related equipment must be addressed by 6-28-2021.	Is required emergency lighting in place?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	36" clearance must be maintained in front of all electrical panels.	FAIL
				Has a Knox Box containing the property access keys been installed?	A key that accesses the building must be installed in the Knox Box	FAIL
				Are Class K fire extinguishers provided in cooking areas?	Class K extinguisher must be maintained in proper operating condition and requires a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	FAIL
				Has the cooking equipment been inspected and cleaned by a properly trained individual?	Hood system must be properly cleaned as scheduled.	FAIL
				Has the appropriately scheduled inspection of the entire exhaust system for grease buildup been conducted by a Georgia licensed contractor?		FAIL
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Installed fire extinguishers must be mounted and maintained in proper operating condition. Fire extinguishers require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	FAIL

Salon Garibaldi - 1309 Morris (East) ST - 706-508-9304

06/23/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Notified tannate of improper zoning for an event center. Building is zoned for heavy manufacturing and does not meet the minimum life safety requirements of having a sprinkler system and fire alarm. DPD and Building Inspector were present.	CORRECTIVE ACTION PLAN
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Ladder 3 B Shift

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



Baymont Inn & Suites - 2106 Chattanooga RD

06/03/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Don't use grill under awning. Grills should be at least 10 feet from the building. Ensure smoke alarms are properly maintained.	CORRECTIVE ACTION PLAN
				Components required to be fire or smoke resistant are properly maintained?	Ensure fire rated walls are properly sealed.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Add signage on electrical room doors. Extension cords should only be used for temporary power.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Hang fire extinguisher in lobby. Replace missing fire extinguisher.	CORRECTIVE ACTION PLAN

Benchmark Physical Therapy - 785 Shugart RD #Suite 10

06/18/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Install Knox Box. Install address signage. Install fire extinguishers as discussed.	CORRECTIVE ACTION PLAN
06/22/2021	OTC	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Knox Box has been ordered. Contact us once installed.	CORRECTIVE ACTION PLAN

Ladder 3 C Shift**Flash Graphics - 212 N Pentz ST - 706-278-7779**

06/22/2021	Annual	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
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Log Cabin - 1001 Poly Pac DR - 706-259-4824

06/01/2021	Site Visit	Corrective Action Plan Given		Have all applicable code requirements been met?	Riser 3 down due to head being damaged during roof construction. ASA has been notified and will repair at the latest tomorrow.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Rail Side Tattoo/Hempheads - 102 Waugh (West) ST - 706-671-1124

06/16/2021	OTC	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Remove exposed electrical wiring. Install cover on electrical outlet. Extension cords should only be used for temporary power.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box on the building.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install code compliant fire extinguisher upstairs.	CORRECTIVE ACTION PLAN
				Has a Georgia licensed contractor performed the required annual external inspection, and a 6 year interval examination or hydrostatic test on the fire extinguishers?	Have fire extinguishers serviced by a GA licensed contractor.	CORRECTIVE ACTION PLAN

Squad 1 A Shift**Angela Moss Gordy; Certified Public Accountant - 605 S Thornton AVE - 706-279-1475**

06/17/2021	Annual	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov	Are there any identifiable electrical hazards?	Install appropriate covers on switch plates and electrical outlets.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers. Installed fire extinguishers require a current annual inspection. The fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Big Brothers Big Sisters of Northwest Georgia Mountains - 209 W Morris ST - 706-280-0702

06/22/2021	Site Visit	Passed with Comments	A 30 day extension has been granted.	Have all applicable code requirements been met?	A site visit was conducted to assess progress of required corrective actions. Progress has been made; a 30 day extension has been granted.	CORRECTIVE ACTION PLAN
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Squad 1 B Shift

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



Salon 315 - 315 W Franklin ST - 706-337-2487

06/23/2021	Annual	Corrective Action Plan Given	Email photos of corrected actions to dstratton@daltonga.gov	Have all applicable code requirements been met?	Apply for Occupational Tax Certificate. (OTC)	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	All multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install a fire extinguisher. The fire extinguisher requires a current annual inspection. All installed fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

U.S.Post Office - 100 S Thornton AVE

06/04/2021	Annual	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
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UGA Extension Office - 104 S Thornton AVE

06/04/2021	Annual	Corrective Action Plan Given	Extinguishers need to be inspected.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have extinguisher inspected by a licensed Georgia contractor. Have not been inspected since 2017	CORRECTIVE ACTION PLAN
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Squad 1 C Shift**A-1 Lock & Security - 209 W Emery ST #Suite A**

06/29/2021	Annual	Corrective Action Plan Given		Are there any identifiable electrical hazards?	Install the appropriate electrical outlet cover.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Fire extinguishers must be properly mounted and require a current annual inspection. The inspection must be conducted by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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



Alpha & Omega Insurance LLC - 209 W Emery ST #Suite B

06/29/2021	Annual	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov	Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers. Fire extinguishers must be properly mounted and require a current annual inspection. They must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

Beautiful Smiles Dentistry - 509 S Thornton AVE - 706-226-9798

06/15/2021	OTC	Corrective Action Plan Given		Are compressed gas cylinders properly secured?	Secure compressed gas cylinders.	CORRECTIVE ACTION PLAN
				Is address signage correct and in place?	Install address signage.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install key in Knox Box.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Mount fire extinguisher.	CORRECTIVE ACTION PLAN

Congressional Office - 702 S Thornton AVE #A- 706-278-1767

06/29/2021	Annual	Corrective Action Plan Given	Extinguisher needs an inspection.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have extinguisher inspected by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN
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Daily Citizen News - 308 S Thornton AVE - 7062176397

06/03/2021	Annual	Corrective Action Plan Given		Have all applicable code requirements been met?	Add FACP and Riser Room signage to bathroom door.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Remove cardboard from in front of electrical panel.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN

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



emergencyreporting.com

Doc Id: 1362

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Kinard Realty - 702 S Thornton AVE #B AND C- 7062265182

06/29/2021	Annual	Corrective Action Plan Given	Inspect extinguishers.	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Have extinguishers inspected by a licensed Georgia contractor.	CORRECTIVE ACTION PLAN
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Kinard Realty - 704 S Thornton AVE - 7062265182

06/25/2021	Annual	Corrective Action Plan Given	Extinguisher	Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Add appropriate extinguishers for structures from a licensed Georgia contractor.	CORRECTIVE ACTION PLAN
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McCamy, Phillips, Tuggle, and Fordham - 411 W Crawford ST - 706-278-4499

06/22/2021	Annual	Corrective Action Plan Given	Add Knox Box to building.	Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
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Mitchael A. Corbin Attorney at Law - 505 S Thornton AVE - 7062786670

06/07/2021	Annual	Passed with Comments	Email photos of corrected actions to dstratton@daltonga.gov	Are there any identifiable electrical hazards?	Multi plug adapters shall not be plugged into multi plug adapters. Multi plug adapters must be mounted according to manufacturers recommended specifications. Install switch plate covers.	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguisher as discussed. Extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

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



Robinson Door - 209 W Emery ST #Suite C

06/29/2021	Annual	Corrective Action Plan Given		Are exit signs visible?	Repair or replace all non operational exit signs.	CORRECTIVE ACTION PLAN
				Are there any identifiable electrical hazards?	Multi plug adapters shall not be plugged into multi plug adapters. Multi plug adapters must be mounted according to manufacturers recommended specifications.	CORRECTIVE ACTION PLAN
				Has a Knox Box containing the property access keys been installed?	Install Knox Box	CORRECTIVE ACTION PLAN
				Does the selection, distribution, installation, and maintenance of portable fire extinguishers comply with NFPA 10?	Install fire extinguishers. The fire extinguishers must be inspected and tagged by a Georgia licensed contractor.	CORRECTIVE ACTION PLAN

The Aesthetic At Trevitt - 111 N Hamilton ST

06/02/2021	OTC	Corrective Action Plan Given		Has a Knox Box containing the property access keys been installed?	Add Knox Box to building.	CORRECTIVE ACTION PLAN
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Occupancy Inspection History per Occupancy with Violations where Remarks are recorded on Page 2 of Inspection.



Dalton Fire Department

Dalton, GA

This report was generated on 7/13/2021 2:29:01 PM



StartDate: 06/01/2021 | EndDate: 06/30/2021

OCCUPANCY	COUNT
INSPECTION TYPE: Annual	
A-2 • Eating, drinking places, (other)	1
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	2
A-3 • Athletic/health club	1
A-3 • Places of religious worship	1
A-3 • Public or government (other)	2
B • Banks	2
B • Business office	10
B • Business, (other)	3
B • Motor vehicle or boat sales, services, repair	2
B • Post offices or mailing firms	1
B • Print shops	2
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	15
B • Professional supplies, services	1
E • High school/junior high school/middle school	1
F-1 • Clothing	1
F-2 • Ice	1
R-1 • Motels (transient)	1
R-4 • Social rehabilitation facilities	1
R: Residential, (other)	1
S-1 • Warehouse	2
INSPECTION TYPE: Fireworks	
H-3 • Consumer fireworks, 1.4G (Class C, Common)	3
INSPECTION TYPE: New Construction	
R-1 • Hotels (transient)	1
INSPECTION TYPE: OTC	
A • Assembly, (other)	1
A-2 • Eating, drinking places, (other)	1
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	1
B • Personal service, including barber & beauty shops	3
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	3
M • Convenience stores	1
M • Household goods, sales, repairs	1
M • Retail or wholesale stores	1
M • Department stores	1

Locked inspections only.



OCCUPANCY	COUNT
INSPECTION TYPE: Plan Review	
A-2 • Banquet halls	1
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	1
B • Specialty shop	1
E • Elementary school, including kindergarten	1
F-1 • Carpets and rugs (includes cleaning)	3
F-1: Moderate-hazard factory industrial	1
M • Convenience stores	1
M • General retail, (other)	1
M • Grocery store	1
S-1 • Aircraft hangar (storage and repair)	1
U • Outside or special property, (other)	1
INSPECTION TYPE: Reinspection	
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	1
INSPECTION TYPE: Site Visit	
A-2 • Banquet halls	2
A-2 • Eating, drinking places, (other)	1
A-2 • Restaurants, cafeterias and similar dining facilities (including associated commercial kitchens)	4
A-3 • Community halls	2
B • Business office	6
B • Business, (other)	3
B • Motor vehicle or boat sales, services, repair	1
B • Personal service, including barber & beauty shops	1
B • Professional services (architects, attorneys, dentists, physicians, engineers, etc.)	1
F-1 • Carpets and rugs (includes cleaning)	2
F-2: Low-hazard factory industrial	1
R-1 • Hotels (transient)	1
R-2 • Apartment houses	2
R-4 • Residential board and care facilities	1
S-1 • Glues, mucilage, pastes and size	1
S-1 • Warehouse	1

Locked inspections only.

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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

06/30/2021

P 1
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FOR 2021 06

ACCOUNTS FOR: 0010 GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 000010 SALARY REG	4,991,000	0	4,991,000	2,185,079.30	.00	2,805,920.70	43.8%
141400 000011 SALARY OT	446,000	0	446,000	182,515.09	.00	263,484.91	40.9%
141400 000011 COVID SALARY OT	0	0	0	10,922.50	.00	-10,922.50	100.0%*
141400 000016 SAL BONUS	0	0	0	9,000.00	.00	-9,000.00	100.0%*
141400 000020 FICA	416,000	0	416,000	177,214.66	.00	238,785.34	42.6%
141400 000020 COVID FICA-COVID	0	0	0	835.58	.00	-835.58	100.0%*
141400 000030 PENSION	238,100	0	238,100	91,627.85	.00	146,472.15	38.5%
141400 000030 COVID DB-DC-COVI	0	0	0	241.77	.00	-241.77	100.0%*
141400 000032 DB PLAN	1,345,000	0	1,345,000	596,938.47	.00	748,061.53	44.4%
141400 000032 COVID DB PLAN	0	0	0	3,378.25	.00	-3,378.25	100.0%*
141400 000033 PEN-STATE	28,800	0	28,800	13,600.00	.00	15,200.00	47.2%
141400 000040 HOSP INS	820,100	0	820,100	405,297.00	.00	414,803.00	49.4%
141400 000043 INS FIRE	17,500	0	17,500	.00	.00	17,500.00	.0%
141400 000045 LIFE & DIS	25,200	0	25,200	12,671.62	.00	12,528.38	50.3%
141400 000045 COVID LIFE & DIS	0	0	0	60.95	.00	-60.95	100.0%*
141400 000050 GEN INS	31,500	0	31,500	30,487.95	.00	1,012.05	96.8%
141400 000060 WC INS	104,700	0	104,700	49,948.38	.00	54,751.62	47.7%
141400 000100 OFF EQ REN	7,200	0	7,200	1,841.17	.00	5,358.83	25.6%
141400 000110 TELEPHONE	32,000	0	32,000	15,324.81	782.82	15,892.37	50.3%
141400 000120 TRAINING	42,000	0	42,000	17,405.10	77.75	24,517.15	41.6%
141400 000121 FIRE SA ED	3,500	0	3,500	-270.96	.00	3,770.96	-7.7%
141400 000123 HAZMAT MAN	17,500	0	17,500	2,218.15	.00	15,281.85	12.7%
141400 000330 UTILITIES	87,500	0	87,500	62,977.62	.00	24,522.38	72.0%
141400 000350 BLDG MTNCE	60,000	0	60,000	21,678.88	303.00	38,018.12	36.6%
141400 000360 LEGAL FEES	4,800	0	4,800	1,116.45	112.50	3,571.05	25.6%
141400 000400 EQ REPAIRS	24,000	0	24,000	5,681.27	10,469.96	7,848.77	67.3%
141400 000410 GAS/OIL	55,000	0	55,000	21,789.51	.00	33,210.49	39.6%
141400 000440 SUPPLIES	30,000	0	30,000	12,657.37	.00	17,342.63	42.2%
141400 000440 COVID SUPPLIES	0	0	0	3,109.52	.00	-3,109.52	100.0%*
141400 000450 CLEANING	49,900	0	49,900	2,259.43	690.20	46,950.37	5.9%
141400 000460 UNIFORMS	140,000	0	140,000	38,081.46	.00	101,918.54	27.2%
141400 000830 MTN APP	100,000	0	100,000	36,014.89	1,191.60	62,793.51	37.2%
141400 001010 OFF SUPPLY	8,200	0	8,200	1,146.23	.00	7,053.77	14.0%
141400 001030 COM SW MTN	21,000	0	21,000	1,588.63	.00	19,411.37	7.6%
141400 001040 COM MTN/SU	7,000	0	7,000	1,553.51	.00	5,446.49	22.2%
141400 001090 WELLNESS	4,000	0	4,000	1,754.00	.00	2,246.00	43.9%
141400 001300 MEALS	16,600	0	16,600	5,806.85	.00	10,793.15	35.0%
141400 001410 DUES/FEES	6,600	0	6,600	705.00	.00	5,895.00	10.7%
141400 001620 IMPACT FEE	1,100	0	1,100	.00	.00	1,100.00	.0%
141400 001665 RADIO FEE	11,300	0	11,300	.00	.00	11,300.00	.0%
141400 001990 MISC	16,000	0	16,000	1,904.64	.00	14,095.36	11.9%
141400 039980 CO < \$5000	37,000	0	37,000	6,570.53	.00	30,429.47	17.8%
141400 039990 COVID CAP OUTLAY	0	0	0	3,466.99	.00	-3,466.99	100.0%*

07/14/2021 14:01
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The City of Dalton
YEAR-TO-DATE BUDGET REPORT

06/30/2021

P 2
glytdbud

FOR 2021 06

ACCOUNTS FOR: 0010	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
141400 084725	BLDG/GRNDS	9,000	0	9,000	3,792.92	.00	5,207.08	42.1%
	TOTAL GENERAL FUND - OPERATING	9,255,100	0	9,255,100	4,039,993.34	13,627.83	5,201,478.83	43.8%
	TOTAL EXPENSES	9,255,100	0	9,255,100	4,039,993.34	13,627.83	5,201,478.83	

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-13
Effective: 07/25/2017
Revised:
Reviewed: 07/27/2021

Fire Chief Signature

DATE

Title: Disciplinary procedures for misuse of information from Georgia Crime Information Center

Scope: All personnel

Policy:

The purpose of this policy is to establish guidelines for disciplinary action in regards to misuse or violations concerning the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network, materials, records and information obtained thereof.

All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Riles, CJIS Security Policy, and the laws of the State of Georgia.

Title 28, United States Code 534, authorizes dissemination of Criminal History Record Information (CHRI), and provides that access to CHRI is subject to cancellation if dissemination is made outside of the authorized recipient. In addition, O.C.G.A. 35-3-38 establishes criminal penalties for specific offenses involving requesting, obtaining, using and/or disseminating CHRI except as permitted by law.

The following disciplinary action will be taken for general working errors that involve violations which are determined to be accidental errors or errors made due to the need of Security Awareness training. The severity of the error will be evaluated by the Fire Chief or designee. This is a general guideline and its use will be determined by Fire Chief or designee.

1st offense - (for less severe errors) Verbal Warning and additional training

2nd offense - (determined by the severity of error) Written reprimand and additional training

3rd offense – Written reprimand with performance improvement plan, possible suspension or termination and additional training

4th offense – employment termination

For deliberate violations and/or misuse of GCIC/NCIC or information obtained thereof:

1st offense – Immediate termination and possible criminal prosecution

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.:: GP-14

Effective: 07/25/2017

Revised: 07/25/2017

Reviewed: 07/27/2021

Fire Chief Signature

DATE

Title: Media protection for information derived from the Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS) Network

Scope: All personnel with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a secure location.

Policy:

The purpose of this policy is to ensure the protection of Georgia Crime Information Center (GCIC) Criminal History Record Information (CHRI). This policy applies to all employees with access, to include physical and logical access, to any electronic or physical media containing CJI/CHRI while being stored, accessed or physically moved from a secure location. Transporting CJI outside the agency's assigned physically secure area must be monitored and controlled.

Authorized personnel shall protect and control electronic and physical CJI/CHRI while at rest and in transit. Dalton Fire Department will take appropriate safeguards for protecting CJI/CHRI to limit potential mishandling or loss while being stored, accessed, or transported. Any inadvertent or inappropriate disclosure must be reported to the Fire Chief or designee. All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Rules, CJIS Security Policy, and laws of the State of Georgia.

Controls shall be in place to protect electronic and physical media containing CJI/CHRI while at rest, stored, or actively being accessed. "Electronic media" includes memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, backup medium, optical disk, flash drive, external hard drives, or digital memory card. "Physical media" includes printed documents and imagery that contain CJI/CHRI.

Media Storage and Access:

- To protect CJI/CHRI, personnel shall:
- Securely store within a physical secure location or controlled area.
- Restrict access to authorized individuals.
- Restrict the pickup, receipt, transfer and delivery to authorized individuals.
- Ensure that only authorized users remove printed from or digital media from the CJI/CHRI.
- Physically protect until media end of life.

- Not use personally owned information system to access, process, store, or transmit CJI/CHRI.
- Not utilize publicly accessible computers to access, process, store, or transmit CJI/CHRI.
- Publicly accessible computers include but not limited to: hotel, business center, convention center, public library, public kiosk, etc.
- Store all hard copy printouts maintained in a secure area accessible to only personnel whose job function require them to handle such documents.
- Safeguard against possible misuse.
- While being used, must not leave employee's immediate control. Documents shall not be unsupervised while physical controls are not in place.
- Precautions shall be made to obscure from public view.
- CJI transmitted or stored electronically shall be protected using encryption.
- When encryption is employed, the cryptographic module used shall be certified to meet FIPS 140-2 standards.
- Establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality.

Electronic Media Sanitation and Disposal:

Dalton Fire Department shall sanitize, that is, overwrite at least three times or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. Inoperable electronic media shall be destroyed (cut up, shredded, etc.). Dalton Fire Department shall maintain written documentation of these steps taken to sanitize or destroy electronic media. Dalton Fire Department shall ensure the sanitation or destruction is witnessed and carried out by authorized personnel. Physical media shall be securely disposed of using the same procedures when no longer required.

Penalties:

Violation of any of the requirements in this policy by any personnel will result in suitable disciplinary action, as outlined in the Disciplinary Policy. Any violations must be reported in writing to the GCIC deputy director.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: GP-15
Effective: 07/25/2017
Revised:
Reviewed: 07/27/2021

Fire Chief Signature

DATE

Title: Georgia Crime Information Center (GCIC) Criminal Justice Information System (CJIS)
Network Man-made/Natural Disaster Policy

Scope: All personnel with access to GCIC materials, records and information.

Policy:

The purpose of this policy is to establish guidelines in the event of a man-made or natural disaster ensuring all GCIC, CJIS Network material, records and information obtained thereof are secure.

All employees are required to follow the policies, rules and procedures set forth by GCIC, GCIC Council Riles, CJIS Security Policy, and the laws of the State of Georgia.

In the event of a man-made or natural disaster, the Fire Chief or designee shall have the responsibility of ensuring that GCIC materials and records maintained by Dalton Fire Department are not in danger of being damaged or destroyed. In the event that the materials or records are not secure, personnel shall be stationed in the area to secure GCIC materials and records. The Fire Chief or designee shall be responsible for taking necessary steps to ensure that all materials and records are secure on-site or that the materials and records are moved to another secure location.

DALTON FIRE DEPARTMENT

Standard Operating Procedure

S.O.P.: T-2
Effective: 11/30/2004
Revised: 07/25/2017
Reviewed: 07/27/2021

Fire Chief Signature

DATE

Title: Live Fire Training Evolutions

Scope: All personnel

Policy:

All live fire training evolutions shall be conducted in accordance with the most recent editions of the following codes and standards:

- NFPA 1001, *Standard for Firefighter Professional Qualifications*
- NFPA 1041, *Standard for Fire Service Instructor Professional Qualifications*
- NFPA 1403, *Standard on Live Fire Training Evolutions*
- NFPA 1410, *Standard on Training for Emergency Scene Operations*
- NFPA 1500, *Standard on Fire Department Occupational Safety and Health Program*
- NFPA 1521, *Standard for Fire Department Safety Officer Professional Qualifications*
- NFPA 1971, *Standard on Protective Ensembles for Structural Firefighting*
- NFPA 1975, *Standard on Emergency Services Work Clothing Elements*
- NFPA 1981, *Standard on Open-Circuit Self-Contained Breathing Apparatus (SCBA) for Emergency Services*
- NFPA 1982, *Standard on Personal Alert Safety Systems (PASS)*
- OSHA 29 CFR 1910.134(g)(4), Procedures for interior structural firefighting
- O.C.G.A. 205-1-3, Minimum Requirements for Firefighters Operating in the State of Georgia

Live fire training facilities will be operated at the sole discretion of Dalton Fire Department and the City of Dalton. Furthermore, Dalton Fire Department reserves the authority to coordinate and/or approve all activities at the training facility and accept or reject any student or agency from live fire training at their discretion.

Burn Plans

A burn plan shall be submitted to the Training Division and gain approval prior to conducting any live fire training evolution. Once approved, the burn plan shall be utilized to conduct pre-burn briefings to include instructor and student walk-throughs, as well as medical, communication, and emergency evacuation plans. Completed burn plans shall be returned to the Training Division when live fire training evolutions are concluded. A sample burn plan is included as Appendix A of this document.

Safety

A safety officer shall be appointed for all live fire training evolutions. The safety officer, regardless of rank, shall have the authority to intervene and control any aspect of the operation when, in his/her judgment, the potential for an unsafe condition exists. The safety officer shall provide for the safety of all persons on the training ground, including students, instructors, visitors, and spectators.

All personnel participating in live fire training evolutions shall utilize compliant and serviceable personal protective equipment including SCBA w/ PASS for operations in IDLH environments. All participants shall use department issued clothing or natural fiber/FR garments (to include long pants) beneath their PPE at all times while engaged in live fire training.

Basic life support equipment and rehabilitation supplies/facilities shall be available on site to handle injuries/illnesses and rehabilitation of personnel.

Human victims shall not be used under any circumstance during live fire training evolutions.

A backup line will be charged and manned by at least 2 personnel while the burn building is occupied by students or instructors.

At no time shall any instructor or student be inside the burn building alone when an IDLH environment is present.

Any injury which occurs shall be immediately reported to the instructor-in-charge so that necessary action may be taken.

Live fire training evolutions may be postponed or cancelled as necessary to reduce the risk of injury caused by extreme weather conditions. The burn building shall not be occupied when lightning is reported in the area.

Water Supply

A patent water supply shall be established prior to ignition of any fire within the burn building. It is acceptable to utilize a single hydrant for both the primary and secondary water source as long as two separate supply lines are connected and charged throughout the operation. This method is compliant with NFPA 1403 because the water system has been engineered to provide adequate volume for the evolutions conducted and a backup power source and backup pumps are in place to ensure an uninterrupted supply in the event of a malfunction.

Fuel Materials

Fuels utilized during live fire training evolutions shall only be Class A wood products.

Pressure-treated or engineered wood products, rubber, plastic, polyurethane foam, upholstered furniture, flammable or combustible liquids, and chemically treated or pesticide-treated hay shall not be used. Unidentified materials, such as debris found in or around the structure that could burn in unanticipated ways, react violently, or create environmental or health hazards, shall not be used.

Propane lighters are permitted to be used to ignite training fires and shall be removed from the structure immediately after ignition. The decision to ignite any training fire shall be made by the instructor-in-charge in coordination with the safety officer and the ignition officer.

Total fuel load for a given room or area in the burn building shall not exceed manufacturer's recommendations.

Instructors

All live fire instructors must complete Fire Instructor 1 and Structural Fire Control Instructor through GPSTC/GFA prior to becoming eligible to teach during live fire training evolutions.

Instructors shall monitor and supervise all assigned students and take a personnel accountability report (PAR) when entering and exiting the burn building during live fire training evolutions.

The instructor-in-charge shall act as incident commander (IC) and be responsible for coordinating overall training ground activities to ensure proper levels of safety as well as compliance with all aforementioned codes and standards.

Appendix A

Dalton Fire Department

Burn Plan