

**PUBLIC SAFETY COMMISSION MEETING  
TUESDAY, FEBRUARY 27, 2024  
8:30 AM  
DALTON CITY HALL - COUNCIL CHAMBERS**

**A G E N D A**

**Call to Order**

**Agenda Approval**

**Public Commentary**

**Approval of Minutes**

1. January 23, 2024

**Police Department**

2. Crime / Crash Statistics January 2024

3. Financial Statistics January 2024

4. Written Directive Review January 2024

**Fire Department**

5. Statistical Report for January 2024

6. Financial Report for January 2024

7. Reviewed SOG and SOP's

1. FO-13 Rapid Intervention Teams/Crews (RIT/RIC)
2. GP-12 On Duty Injury/Workers' Compensation Procedures
3. T-3 Safety on the Training Ground

**Adjournment**

CITY OF DALTON  
PUBLIC SAFETY COMMISSION  
MINUTES  
JANURARY 23, 2024

The regular meeting for the Public Safety Commission was held today in the Council Chambers of City Hall. Present were Chairman Truman Whitfield, Commissioners Alex Brown, Terry Mathis, Fire Chief Matt Daniel, Police Chief Cliff Cason, City Attorney Jonathan Bledsoe, and Assistant City Administrator Todd Pangle.

AGENDA APPROVAL

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

PUBLIC COMMENTARY

There were no public comments.

PERSONNEL MATTERS

Fire Department – Promotions

On the motion of Commissioner Brown, second Commissioner Mathis the Commission approved the following promotions as presented by Fire Chief Matt Daniel.

- Donnie Blankenship promotion to Division Coordinator
- Justin Rishel promotion to Lieutenant
- Matt Asbell promotion to Lieutenant
- Chad Hall promotion to Lieutenant

The vote was unanimous in favor.

ELECTION OF OFFICERS

Election of Chairman – On the motion of Commissioner Mathis, second Commissioner Brown, the Commission elected Truman Whitfield as Chairman of the Public Safety Commission.

Election of Secretary – On the motion of Commissioner Mathis, second Commissioner Whitfield, the Commission elected Alex Brown as Secretary of the Public Safety Commission.

MINUTES

The Commissioners were presented written copies of the regular meeting minutes for December 19, 2023. On the motion of Commissioner Brown, second Commissioner Mathis, the minutes were approved as presented. The vote was unanimous in favor.

POLICE DEPARTMENT

Crime and Crash Statistics for December 2023

Police Chief Cliff Cason gave a written and oral summary of the Crime and Crash Statistical Reports for the month of December 2023. As noted in the written summary, Chief Cason reported the Year to Date Part I crimes are approximately 16.59% lower and Part II crimes are approximately 9.3% lower when compared to the past 5-year average. Chief Cason further reported there were 140 non-private property crashes reported for the month and crashes increased over the previous month.

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

POLICE DEPARTMENT

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Financial Statistics for December 2023

Police Chief Cliff Cason presented the Financial Report for all divisions within the Dalton Police Department for the month of December 2023. Chief Cason reported the department has expended 89.5% of the budget, and will have sufficient funds to close the 2023 Fiscal Year.

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

Written Directive Review

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

- 3.7 Harassment and Discrimination in the Workplace
- 3.9 Employee Assistance Program and Critical Incident Support
- 3.11 Line-of-Duty Deaths or Serious Injuries
- 3.12 Temporary Light Duty
- 3.16 Personnel Files

On the motion of Commissioner Brown, second Commissioner Mathis, 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 – December 2023

Fire Chief Matt Daniel presented the December 2023 Statistical Report to the Commission. Chief Daniel outlined details of the complete report, which included the Incident Report with 346 Total Responses, an Injuries and Property Report, Incident List by Incident Number, Training Division Monthly Report, Fire Safety Division Monthly Report and the Inspection Summary.

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

Monthly Financial Report – December 2023

Fire Chief Matt Daniel presented the Financial Report for the month of December 2023 to the Commission. Chief Daniel stated the department has expended 98.3% of the budget, and will have sufficient funds to close the 2023 Fiscal Year

On the motion of Commissioner Brown, second Commissioner Mathis, 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.

ADJOURNMENT

There being no further business to come before the Commissioners, on the motion of Commissioner Brown, second Commissioner Mathis, the meeting was adjourned at 9:37 a.m.

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Truman Whitfield, Chairman

ATTEST:

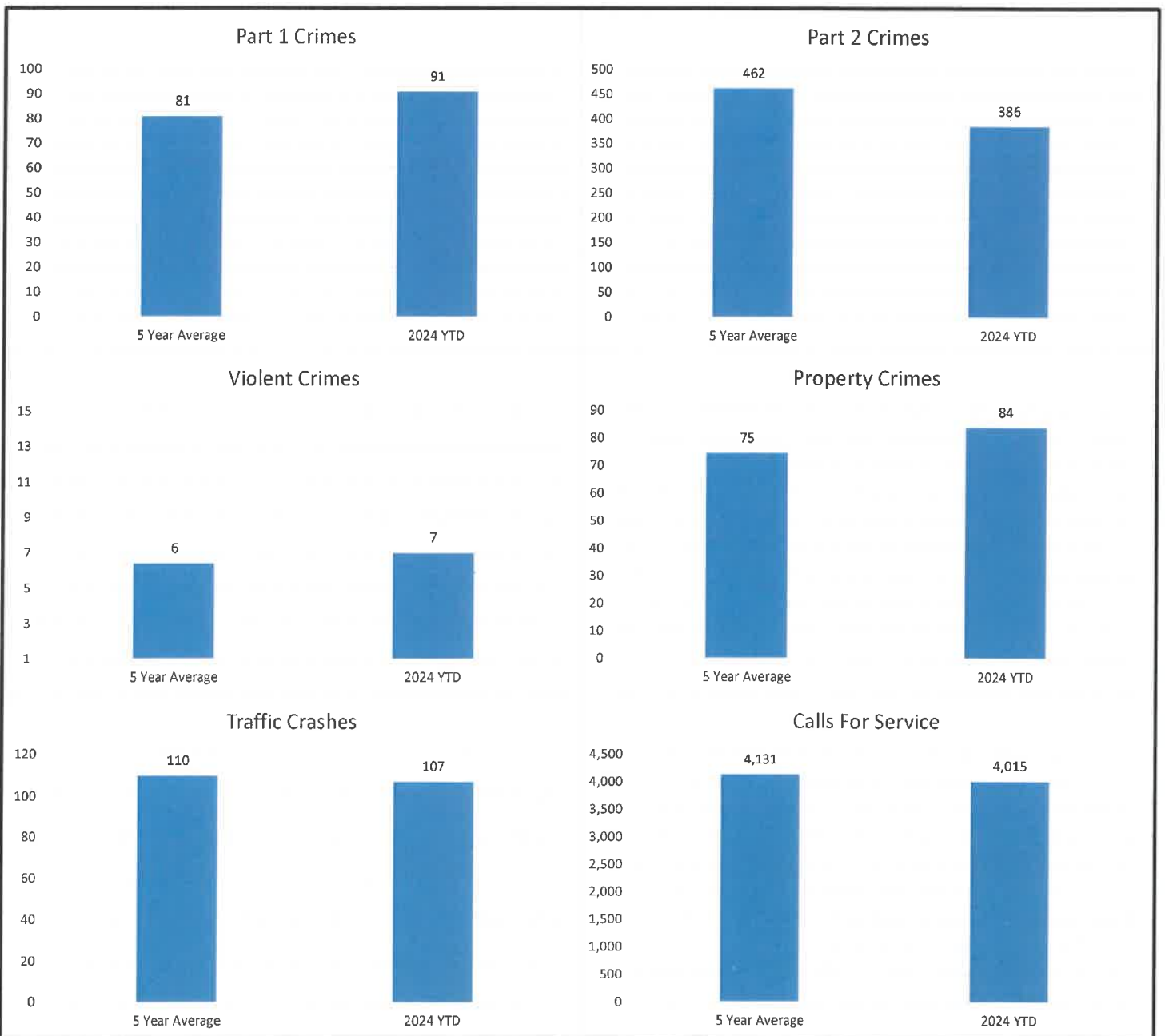
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Alex Brown, Secretary

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
FEBRUARY 27, 2024**

**Summary of Data and Crime Statistics for January 2024**

**General**

The following statistics compare 2024 year-to-date statistics with the previous five years. Part 1 crimes are approximately 12.35% higher than the five-year average. Part 2 crimes are approximately 16.4% lower than the five-year average. Property crimes show an increase of approximately 12.6% from the five-year average. Violent crimes show an increase of one violent crime above the average. Traffic crashes are approximately 2.6% lower than the five-year average. Calls for service show a decrease of approximately 2.8% during the same time.



**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
FEBRUARY 27, 2024**

DALTON POLICE DEPARTMENT CRIME DASHBOARD YTD 2020-2024  
January 2024

	2020	2021	2022	2023	2024	TREND
Part I Crimes YTD	82	80	58	84	91	
Homicides	0	0	0	0	0	
Rape	1	2	0	1	1	
Robbery	0	0	3	0	1	
Aggravated Assault	5	8	6	2	5	
<b>Violent Crime Totals</b>	<b>6</b>	<b>10</b>	<b>9</b>	<b>3</b>	<b>7</b>	
Burglary	4	3	7	5	6	
Larceny-Theft	66	59	40	70	74	
Motor Vehicle Theft	6	8	2	6	3	
Arson	0	0	0	0	1	
<b>Property Crime Totals</b>	<b>76</b>	<b>70</b>	<b>49</b>	<b>81</b>	<b>84</b>	
Violent Crime Clearance	150%	60%	178%	67%	57%	
Property Crime Clearance	47%	56%	61%	44%	44%	
Part I Arrests	43	32	33	24	27	
Citations	1,494	1,053	1,162	1,830	1,451	
Calls for Service	4,480	3,402	3,329	4,958	4,015	
Traffic Crashes	116	102	88	131	107	

**Analysis**

In the year to date 2024 there have been 91 Part 1 crimes reported, compared to 84 in 2023. Traffic crashes have decreased approximately 18.3% from 2023. Calls for service have decreased by approximately 19.0% from 2023.

There have been 7 violent crimes reported 2024 YTD compared to 3 reported violent crimes 2023 YTD. Robberies and aggravated assaults rose slightly from 2023 numbers. Year to date property crimes have shown an increase of approximately 3.7% when compared to 2023 YTD statistics.

Based on the statistics from the previous five years, property crime numbers are approximately 12.6% higher than the average of 75. Violent crime numbers are approximately 9.4% higher than the five-year average of 6.

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
FEBRUARY 27, 2024**

**DALTON POLICE DEPARTMENT  
CRIME STATISTICS**

	INCIDENTS				CLEARANCES				ARRESTS			
			2024	2023			2024	2023			2024	2023
	1/24	1/23	YTD	YTD	1/24	1/23	YTD	YTD	1/24	1/23	YTD	YTD
<b>Part I Offenses</b>												
Homicide	0	0	0	0	0	0	0	0	0	0	0	0
Rape	1	1	1	1	1	0	1	0	1	0	1	0
Robbery	1	0	1	0	0	0	0	0	0	0	0	0
Aggravated Assault	5	2	5	2	3	2	3	2	2	2	2	2
Burglary	6	5	6	5	0	2	0	2	0	1	0	1
Larceny - Theft	74	70	74	70	35	32	35	32	23	19	23	19
Motor Vehicle Theft	3	6	3	6	2	1	2	1	1	1	1	1
Arson	1	0	1	0	0	1	0	1	0	1	0	1
<b>PART I SUBTOTAL</b>	<b>91</b>	<b>84</b>	<b>91</b>	<b>84</b>	<b>41</b>	<b>38</b>	<b>41</b>	<b>38</b>	<b>27</b>	<b>24</b>	<b>27</b>	<b>24</b>
<b>Part II Offenses</b>												
Other Assaults - not agg.	31	27	31	27	33	23	33	23	17	13	17	13
Forgery/Counterfeiting	11	5	11	5	3	4	3	4	0	4	0	4
Fraud	10	11	10	11	0	2	0	2	0	1	0	1
Embezzlement	0	0	0	0	0	0	0	0	0	0	0	0
Stolen Property	0	1	0	1	0	0	0	0	0	0	0	0
Vandalism	9	21	9	21	3	5	3	5	0	4	0	4
Weapons Violations	3	6	3	6	6	9	6	9	5	9	5	9
Commercial Sex	0	0	0	0	0	0	0	0	0	0	0	0
Other Sex Offenses	5	4	5	4	3	2	3	2	1	1	1	1
Drug Sales	8	7	8	7	10	7	10	7	10	7	10	7
Drug Possession	11	28	11	28	11	24	11	24	9	17	9	17
Gambling	0	0	0	0	0	0	0	0	0	0	0	0
Offenses Against Family/Children	7	3	7	3	6	3	6	3	6	3	6	3
Liquor Violations	4	6	4	6	3	5	3	5	3	5	3	5
Drunkenness	6	6	6	6	6	6	6	6	6	6	6	6
Other Disorderly Conduct	23	15	23	15	26	16	26	16	23	13	23	13
Curfew Violations	0	1	0	1	0	1	0	1	0	0	0	0
All Other Offenses	235	258	235	258	202	345	202	345	185	320	185	320
DUI	23	20	23	20	22	20	22	20	22	20	22	20
Human Trafficking	0	0	0	0	0	0	0	0	0	0	0	0
<b>PART II SUBTOTAL</b>	<b>386</b>	<b>419</b>	<b>386</b>	<b>419</b>	<b>334</b>	<b>472</b>	<b>334</b>	<b>472</b>	<b>287</b>	<b>423</b>	<b>287</b>	<b>423</b>
<b>PART I AND II TOTAL</b>	<b>477</b>	<b>503</b>	<b>477</b>	<b>503</b>	<b>375</b>	<b>510</b>	<b>375</b>	<b>510</b>	<b>314</b>	<b>447</b>	<b>314</b>	<b>447</b>

	<b>Crashes</b>				<b>Enforcement</b>				
	1/24	1/23	2024 YTD	2023 YTD	1/24	1/23	2024 YTD	2023 YTD	
Public Roadway	107	131	107	131	Citations	723	712	723	712
					Warnings	728	1,118	728	1,118
911 Calls	4,015	4,958	4,015	4,958	Totals	1,451	1,830	1,451	1,830

**DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
FEBRUARY 27, 2024**

**January 2024 Crash Statistics**

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

<b>January 2024 Crash Statistics</b>						
<b>Total Crashes</b>	<b>January 2024</b>	<b>December 2023</b>	<b>Change</b>	<b>YTD 2024</b>	<b>YTD 2023</b>	<b>Change</b>
	107	140	-23.6%	107	131	-18.3%
<b>Injury Crashes</b>	<b>Total</b>	<b>Complaint</b>	<b>Minor</b>	<b>Serious</b>	<b>Fatality</b>	<b>Multiple</b>
	24	15	7	2	0	6
<b>Total Injuries</b>	36					
<b>DUI Crashes</b>	<b>Speed Crashes</b>	<b>Distracted Crashes</b>		<b>Following Too Closely Crashes</b>		
6	8	6		25		
<b>Day of the Week</b>	<b>Total</b>		<b>Time of Day</b>	<b>Total</b>		
Monday	10		0000 - 0559	7		
Tuesday	15		0600 - 0859	17		
Wednesday	27		0900 - 1059	3		
Thursday	11		1100 - 1359	21		
Friday	22		1400 - 1559	20		
Saturday	14		1600 - 1859	26		
Sunday	8		1900 - 2159	8		
			2200 - 2359	5		
<b>Collision Type</b>	<b>Total</b>		<b>Contributing Factors</b>	<b>Total</b>		
Angle	40		Following Too Closely	25		
Rear End	38		Failure to Yield	19		
Collision with an Object	18		Improper Turn	9		
Sideswipe - Same Direction	8		Changed Lanes Improperly	8		
Head On	3		Disregard Stop Sign/Signal	8		
<b>Top Streets</b>	<b>Total Crashes</b>	<b>% Total</b>	<b>Injuries</b>	<b>% Injuries</b>		
Walnut Ave	18	16.8%	6	16.7%		
Chattanooga Rd	16	15.0%	2	5.6%		
Thornton Ave	11	10.3%	7	19.4%		
Glenwood Ave	7	6.5%	3	8.3%		
Hamilton St	7	6.5%	4	11.1%		
<b>Selective Enforcement Details</b>	<b>Locations</b>		<b>Total Details</b>	<b>Violations</b>		
December 2023	Glenwood, Walnut, Chattanooga Rd		23	183		

DALTON POLICE DEPARTMENT  
PUBLIC SAFETY COMMISSION MEETING  
FEBRUARY 27, 2024

SUMMMARY OF THE FINACIAL STATISTICS FOR JANUARY 2024

The police department budget for FY 2024 is now underway. We have expended approximately 5.8% of our 2024 budget. At this time, we are slightly under budget for the year. This will probably change as start to receive some of the first quarter invoices. We will be making some transfers in the coming weeks to shore up some shortfalls in a couple of areas.



# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2024 01

ACCOUNTS FOR: GENERAL FUND - OPERATING

0010	ORIGINAL APPROP	TRANSFRS/ADJUSTMNTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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### 321000 PD ADMINISTRATION

321000	511100	WAGES - REGULAR	497,000	0	497,000	28,318.21	.00	468,681.79	5.7%	
321000	511300	WAGES - OVERTIME	2,000	0	2,000	.00	.00	2,000.00	.0%	
321000	512100	GROUP INSURANCE	40,000	0	40,000	2,332.08	.00	37,667.92	5.8%	
321000	512200	FICA & MEDICARE	38,000	0	38,000	2,838.00	.00	35,162.00	7.5%	
321000	512401	RETIREMENT DCP	16,000	0	16,000	1,158.82	.00	14,841.18	7.2%	
321000	512402	RETIREMENT DBP	143,000	0	143,000	10,937.98	.00	132,062.02	7.6%	
321000	512403	RETIREMENT STATE	1,200	0	1,200	100.00	.00	1,100.00	8.3%	
321000	512700	WORKERS COMPENSAT	10,000	0	10,000	837.00	.00	9,163.00	8.4%	
321000	512900	OTHER EMPLOYEE BE	4,000	0	4,000	246.35	.00	3,753.65	6.2%	
321000	512915	CLEANING ALLOWANC	2,400	0	2,400	.00	.00	2,400.00	.0%	
321000	512916	CLOTHING ALLOWANC	2,400	0	2,400	.00	.00	2,400.00	.0%	
321000	521210	PROFESSIONAL - LE	20,000	0	20,000	.00	.00	20,000.00	.0%	
321000	521300	TECHNICAL CONTRAC	4,000	0	4,000	.00	.00	4,000.00	.0%	
321000	522220	EQUIPMENT MAINT &	5,000	0	5,000	.00	.00	2,600.28	48.0%	
321000	522230	VEHICLE REPAIRS &	4,000	0	4,000	.00	.00	4,000.00	.0%	
321000	522320	RENTAL - EQUIPMEN	9,000	0	9,000	.00	.00	8,602.22	4.4%	
321000	523100	INSURANCE COMMERC	145,000	0	145,000	8,910.48	.00	136,089.52	6.1%	
321000	523200	COMMUNICATIONS	50,000	0	50,000	2,770.84	.00	44,331.77	11.3%	
321000	523210	POSTAGE	4,000	0	4,000	.00	.00	2,718.50	9.4%	
321000	523400	PRINTING & BINDIN	3,000	0	3,000	281.50	.00	3,892.65	2.7%	
321000	523500	TRAVEL	12,000	0	12,000	.00	.00	107.35	1.0%	
321000	523600	DUES & FEES	3,000	0	3,000	.00	.00	163.00	11,837.00	1.4%
321000	523630	RADIO SUBSCRIBER F	5,000	0	5,000	75.00	.00	4,725.00	5.5%	
321000	523700	TRAINING & EDUCAT	27,000	0	27,000	.00	.00	27,000.00	.0%	
321000	523850	CONTRACT LABOR	8,000	0	8,000	.00	.00	8,000.00	.0%	
321000	523920	SOFTWARE LICENSES	5,000	0	5,000	.00	.00	5,000.00	.0%	
321000	531100	SUPPLIES - GENERA	180,000	0	180,000	38,368.56	.00	137,159.55	23.8%	
321000	531110	SUPPLIES - OFFICE	1,000	0	1,000	.00	.00	1,000.00	.0%	
321000	531250	OTL	2,000	0	2,000	.00	.00	2,000.00	.0%	
321000	531270	GASOLINE	1,000	0	1,000	.00	.00	1,000.00	.0%	
321000	531300	MEALS - FOOD	7,000	0	7,000	.00	.00	7,000.00	.0%	
321000	531600	SMALL EQUIPMENT <	2,000	0	2,000	.00	.00	2,000.00	.0%	
321000	531700	OTHER SUPPLIES	2,000	0	2,000	.00	.00	2,000.00	.0%	
TOTAL PD ADMINISTRATION			1,254,000	0	1,254,000	97,462.80	10,349.15	1,146,188.05	8.6%	

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

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

322100 PD CRIMINAL INVESTIGATION DIV

322100	511100	WAGES - REGULAR	1,150,000	0	1,150,000	57,363.35	.00	1,092,636.65	5.0%
322100	511300	WAGES - OVERTIME	41,000	0	41,000	.00	.00	41,000.00	.0%
322100	512100	GROUP INSURANCE	211,000	0	211,000	14,683.82	.00	196,316.18	7.0%
322100	512200	FICA & MEDICARE	91,000	0	91,000	5,981.32	.00	85,018.68	6.6%
322100	512401	RETIREMENT DCP	71,000	0	71,000	4,754.20	.00	66,245.80	7.3%
322100	512402	RETIREMENT DBP	207,000	0	207,000	15,025.03	.00	191,974.97	7.3%
322100	512403	RETIREMENT STATE	5,000	0	5,000	350.00	.00	4,650.00	7.0%
322100	512700	WORKERS COMPENSAT	29,000	0	29,000	2,424.00	.00	26,576.00	8.4%
322100	512900	OTHER EMPLOYEE BE	7,000	0	7,000	536.17	.00	6,463.83	7.7%
322100	512915	CLEANING ALLOWANC	4,000	0	4,000	.00	.00	4,000.00	.0%
322100	512916	CLOTHING ALLOWANC	9,000	0	9,000	.00	.00	9,000.00	.0%
322100	522220	EQUIPMENT MAINT &	3,000	0	3,000	.00	.00	3,000.00	.0%
322100	522230	VEHICLE REPAIRS &	7,000	0	7,000	.00	.00	7,000.00	.0%
322100	523500	TRAVEL	17,000	0	17,000	.00	.00	17,000.00	.0%
322100	523600	DUES & FEES	4,000	0	4,000	190.00	.00	3,810.00	9.1%
322100	523700	TRAINING & EDUCAT	15,000	0	15,000	.00	.00	15,000.00	.0%
322100	523900	PEPI OTHER PURCHAS	20,000	0	20,000	.00	.00	19,850.00	.8%
322100	531100	SUPPLIES - GENERA	3,000	0	3,000	.00	.00	3,000.00	.0%
322100	531110	SUPPLIES - OFFICE	4,000	0	4,000	.00	.00	4,000.00	.0%
322100	531120	OIL	4,000	0	4,000	.00	.00	4,000.00	.0%
322100	531270	GASOLINE	18,000	0	18,000	.00	.00	18,000.00	.0%
322100	531300	MEALS - FOOD	1,000	0	1,000	.00	.00	1,000.00	.0%
322100	531600	SMALL EQUIPMENT	8,000	0	8,000	.00	.00	8,000.00	.0%
322100	531700	OTHER SUPPLIES	5,000	0	5,000	115.00	.00	4,885.00	9.2%
TOTAL PD CRIMINAL INVESTIGATION DIV			1,934,000	0	1,934,000	101,422.89	670.00	1,831,907.11	5.3%

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

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

**322300 PD PATROL**

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
322300	511100	WAGES - REGULAR	3,719,000	3,719,000	195,143.74	.00	3,523,856.26	5.2%
322300	511300	WAGES - OVERTIME	103,000	103,000	5,045.05	.00	97,954.95	4.9%
322300	512100	GROUP INSURANCE	611,000	611,000	46,951.15	.00	564,048.85	7.7%
322300	512200	FICA & MEDICARE	292,000	292,000	21,186.65	.00	270,813.35	7.3%
322300	512401	RETIREMENT DCP	403,000	403,000	24,806.33	.00	378,193.67	6.2%
322300	512402	RETIREMENT DBP	93,000	93,000	11,340.18	.00	81,659.82	12.2%
322300	512403	RETIREMENT STATE	22,000	22,000	1,425.00	.00	20,575.00	6.5%
322300	512700	WORKERS COMPENSAT	119,000	119,000	9,924.00	.00	109,076.00	8.3%
322300	512900	OTHER EMPLOYEE BE	29,000	29,000	1,960.81	.00	27,039.19	6.8%
322300	512915	CLEANING ALLOWANC	10,000	10,000	.00	.00	10,000.00	.0%
322300	522220	EQUIPMENT MAINT &	11,000	11,000	.00	.00	11,000.00	.0%
322300	522230	VEHICLE REPAIRS &	60,000	60,000	1,626.26	.00	56,373.74	5.8%
322300	522230	SHOP VEHICLE EXP -	104,000	104,000	3,641.18	.00	100,358.82	9.4%
322300	523500	TRAVEL	70,000	70,000	695.00	.00	69,305.00	9.4%
322300	523600	DUES & FEES	4,000	4,000	.00	.00	4,000.00	.0%
322300	523700	TRAINING & EDUCAT	42,000	42,000	695.00	.00	41,305.00	3.7%
322300	531100	SUPPLIES - GENERA	6,000	6,000	.00	.00	6,000.00	.0%
322300	531110	SUPPLIES - OFFICE	3,000	3,000	.00	.00	3,000.00	.0%
322300	531120	UNIFORMS	60,000	60,000	.00	.00	60,000.00	.0%
322300	531120	OIL	3,000	3,000	.00	.00	3,000.00	.0%
322300	531250	GASOLINE	3,000	3,000	.00	.00	3,000.00	.0%
322300	531270	MEALS - FOOD	165,000	165,000	.00	.00	165,000.00	.0%
322300	531300	SMALL EQUIPMENT	2,000	2,000	.00	.00	2,000.00	.0%
322300	531600	OTHER SUPPLIES <	40,000	40,000	569.50	.00	39,430.50	12.4%
322300	531700	OTHER SUPPLIES	5,000	5,000	.00	.00	5,000.00	.0%
TOTAL PD PATROL			5,976,000	5,976,000	324,314.85	10,810.12	5,640,875.03	5.6%

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

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

**322400 PD SUPPORT SERVICES**

322400	511100	WAGES - REGULAR	731,000	0	731,000	37,209.99	.00	693,790.01	5.1%
322400	511300	WAGES - OVERTIME	11,000	0	11,000	8.91	.00	10,991.09	.1%
322400	512100	GROUP INSURANCE	166,000	0	166,000	10,931.76	.00	155,068.24	6.6%
322400	512200	FICA & MEDICARE	56,000	0	56,000	3,527.79	.00	52,472.21	6.3%
322400	512401	RETIREMENT DCP	48,000	0	48,000	2,819.15	.00	45,180.85	5.9%
322400	512402	RETIREMENT DBP	112,000	0	112,000	8,348.31	.00	103,651.69	7.5%
322400	512403	RETIREMENT STATE	1,500	0	1,500	100.00	.00	1,400.00	6.7%
322400	512700	WORKERS COMPENSAT	22,000	0	22,000	1,837.00	.00	20,163.00	8.4%
322400	512900	OTHER EMPLOYEE BE	4,500	0	4,500	333.54	.00	4,166.46	7.4%
322400	512915	CLEANING ALLOWANC	2,400	0	2,400	.00	.00	2,400.00	.0%
322400	512916	CLOTHING ALLOWANC	600	0	600	.00	.00	600.00	.0%
322400	521300	TECHNICAL CONTRAC	18,000	0	18,000	.00	.00	18,000.00	.0%
322400	522140	LAWN CARE CONTRAC	13,000	0	13,000	.00	.00	13,000.00	.0%
322400	522210	BUILDING REPAIRS	40,000	0	40,000	5,670.48	175.00	34,154.52	14.6%
322400	522230	VEHICLE REPAIRS & TRAVEL	3,000	0	3,000	.00	.00	3,000.00	.0%
322400	523500	TRAVEL	25,000	0	25,000	.00	.00	25,000.00	.0%
322400	523600	DUES & FEES	3,000	0	3,000	390.00	.00	2,610.00	13.0%
322400	523620	CREDIT CARD & BAN	1,000	0	1,000	.00	.00	1,000.00	.0%
322400	523700	TRAINING & EDUCAT	25,000	0	25,000	.00	.00	25,000.00	.0%
322400	531100	SUPPLIES - GENERA	3,000	0	3,000	.00	.00	3,000.00	.0%
322400	531110	SUPPLIES - OFFICE	3,000	0	3,000	.00	.00	3,000.00	.0%
322400	531120	UNIFORMS	4,000	0	4,000	.00	.00	4,000.00	.0%
322400	531150	SUPPLIES - GROUND	3,000	0	3,000	.00	.00	3,000.00	.0%
322400	531155	SUPPLIES - BUILDI	28,000	0	28,000	806.75	.00	27,193.25	2.9%
322400	531200	UTILITIES	62,000	0	62,000	3,725.25	.00	58,274.75	6.0%
322400	531250	OIL	1,000	0	1,000	.00	.00	1,000.00	.0%
322400	531270	GASOLINE	8,000	0	8,000	.00	.00	8,000.00	.0%
322400	531300	MEALS - FOOD	1,000	0	1,000	.00	.00	1,000.00	.0%
322400	531600	SMALL EQUIPMENT <	2,000	0	2,000	.00	.00	2,000.00	.0%
322400	531700	OTHER SUPPLIES	14,000	0	14,000	.00	.00	14,000.00	.0%
TOTAL PD SUPPORT SERVICES			1,412,000	0	1,412,000	75,708.93	175.00	1,336,116.07	5.4%

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR:	GENERAL FUND - OPERATING	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>322600 CUSTODY OF PRISONERS</b>								
322600	OTHER PURCHASED S	95,000	0	95,000	.00	.00	95,000.00	.0%
	TOTAL CUSTODY OF PRISONERS	95,000	0	95,000	.00	.00	95,000.00	.0%
	TOTAL GENERAL FUND - OPERATING	10,671,000	0	10,671,000	598,909.47	22,004.27	10,050,086.26	5.8%
	TOTAL EXPENSES	10,671,000	0	10,671,000	598,909.47	22,004.27	10,050,086.26	

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

	ORIGINAL APROP	TRANSFERS/ ADJUSTMENTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
GRAND TOTAL	10,671,000	0	10,671,000	598,909.47	22,004.27	10,050,086.26	5.8%
** END OF REPORT - Generated by Martha Lopez **							

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

ACCOUNTS FOR: ORIGINAL APPROP TRANSFER/ REVISED YTD ACTUAL ENCUMBRANCES AVAILABLE PCT  
 0210 COM-ISCATED ASSETS ADJSTMTS BUDGET BUDGET USE/COL

**210001 REVENUES**

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

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

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

### 210415 EXPENDITURES

210415 521100 STATE OFFICIAL/ADM	4,500	0	4,500	.00	.00	4,500.00	7.0%
210415 523200 STATE COMMUNICATIO	23,000	0	23,000	.00	1,607.47	21,392.53	.0%
210415 523300 STATE ADVERTISING	100	0	100	.00	.00	100.00	.0%
210415 523600 STATE DUES & FEES	2,000	0	2,000	.00	.00	2,000.00	.0%
210415 523700 STATE TRAINING & E	15,000	0	15,000	.00	.00	15,000.00	.0%
210415 531600 STATE SMALL EQUIPM	40,000	0	40,000	.00	.00	40,000.00	.0%
210415 531700 STATE OTHER SUPPLI	400	0	400	.00	.00	400.00	.0%
TOTAL EXPENDITURES	85,000	0	85,000	.00	1,607.47	83,392.53	1.9%
TOTAL CONFISCATED ASSETS	24,000	0	24,000	-528.18	1,607.47	22,920.71	4.5%
TOTAL REVENUES	-61,000	0	-61,000	.00	.00	-60,471.82	
TOTAL EXPENSES	85,000	0	85,000	-528.18	1,607.47	83,392.53	



# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

	ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	24,000	0	24,000	-528.18	1,607.47	22,920.71	4.5%

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

# The City of Dalton

## YEAR-TO-DATE BUDGET REPORT



FOR 2024 01

ACCOUNTS FOR:	CAPITAL ACQUISITION FUND	ORIGINAL APPROP	TRANFRS/ ADJUSTMS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
<b>370005 EXPENDITURES</b>								
370005	522240	610	SITE REPAIRS &	0	0	381,340.00	-381,340.00	100.0%
370005	541400	132	INFRASTRUCTURE	0	4,050.00	.00	-4,050.00	100.0%
370005	542100	420	MACHINERY	0	.00	221,871.00	-221,871.00	100.0%
370005	542200	420	VEHICLES	0	.00	140,215.00	-140,215.00	100.0%
370005	542200	610	VEHICLES	0	.00	46,520.00	-46,520.00	100.0%
370005	542400	132	COMPUTERS & CO	0	-5,553.70	7,216.08	-1,662.38	100.0%
370005	542500	132	OTHER EQUIPMEN	0	.00	60,208.00	-60,208.00	100.0%
370005	542500	132	OTHER EQUIPMEN	0	.00	168.00	-168.00	100.0%
TOTAL EXPENDITURES				0	-1,503.70	857,538.08	-856,034.38	100.0%
TOTAL CAPITAL ACQUISITION FUND				0	-1,503.70	857,538.08	-856,034.38	100.0%
TOTAL EXPENSES				0	-1,503.70	857,538.08	-856,034.38	100.0%

# The City of Dalton



## YEAR-TO-DATE BUDGET REPORT

FOR 2024 01

	ORIGINAL APPROP	TRANSFRS/ ADJSTMTS	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	AVAILABLE BUDGET	PCT USE/COL
GRAND TOTAL	0	0	0	-1,503.70	857,538.08	-856,034.38	100.0%

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

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

DATE	392100 GAIN FROM SALES ON GOV DEALS	342120 COPIES/ CRIMINAL HIST. RECORDS		342210 FALSE ALARM FEES	320505 DEFENSIVE DRIVING CLASS	MISCELLANEOUS ACCOUNT 389000 (POLIC):					TOTAL DEPOSIT									
		Records Unit	GEARS Reports			PARADE/ SOUND PERMITS	P&E MONEY	OPEN RECORDS	GRANT REM. **	GRANT NAME		I1 TASK FORCE OVERTIME	334000 S S TASK FORCE OVERTIME ***	342910 DALTON PUBLIC SCHOOLS	PROPERTY DAMAGE					
JANUARY																				
1/2/2024				200.00															200.00	
1/3/2024			30.00	300.00															330.00	
1/4/2024			15.00																15.00	
1/5/2024						5.00													5.00	
1/8/2024			15.00																15.00	
1/9/2024			30.00																30.00	
1/11/2024			150.00					5.00											155.00	
1/12/2024			30.00																30.00	
1/17/2024			105.00																205.00	
1/18/2024			15.00																15.00	
1/19/2024			60.00																60.00	
1/22/2024			30.00																180.00	
1/23/2024			15.00																15.00	
1/24/2024			30.00																30.00	
1/25/2024			15.00																15.00	
1/26/2024			30.00																30.00	
1/29/2024			40.00																40.00	
1/30/2024			15.00																15.00	
1/31/2024																			565.00	
JANUARY TOTALS	0.00		625.00	750.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,950.00	
CUM TOTALS	0.00		625.00	750.00	0.00	5.00	0.00	5.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,950.00	
JUSTICE - Federal Forfeiture Funds:																				13,574.48
TREASURY - Federal Forfeiture Funds:																				28,091.59
State Drug Seizure Funds:																				224,406.57
						GOV DEALS SALE OF ASSETS VEHICLES		NONE				GOV DEALS SALE OF ASSETS PHONES/OTHER		NONE						

**STATE DRUG SEIZURES**  
**(Funds)**

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2023 Starting Balance
1/31/2024		Interest	445.47		224,406.57

Federal Forfeitures Fund  
Justice Funds

Date	Case Number	Remarks	Deposit	Expenditure	January 1, 2024 Starting Balance
1/31/2024		Interest	26.95		13,547.53
					13,574.48

26.95



To: Public Safety Commission  
From: Chief Cliff Cason  
Date: February 21, 2024  
Subject: Written Directive Review

<u>Number</u>	<u>Page</u>	<u>Title/Changes</u>
<b>2.8</b>	1	<b><u>News Media / Public Information</u></b> Updated Revision and Re-evaluation dates
<b>2.16</b>	1	<b><u>Form Development, Modification and Approval</u></b> Updated Revision and Re-evaluation dates
<b>3.6</b>	1	<b><u>Commendation / Achievement and Recognition Program</u></b> Updated Revision and Re-evaluation dates
<b>4.15</b>	1	<b><u>Emergency Vehicle Driving</u></b> Updated Revision and Re-evaluation dates
<b>4.28</b>	1 4	<b><u>Juvenile Procedures</u></b> Updated Revision and Re-evaluation dates Section V. Remove Language



# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-2.8</b>
<i>Subject</i> <b>News Media / Public Information</b>		
<i>Reference</i> <b>O.C.G.A. 16-6-23; 50-18-70 CALEA Standards – 54.1.1, 54.1.3</b>		<i>Revised</i> <b>March 22, 2022 February 27, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <b>March 2024 February 2026</b>	<i>No. Pages</i> <b>6</b>

I. **Policy**

It is the policy of the Dalton Police Department that personnel be committed to fully cooperating with news media representatives in support of their “right-to-know” guarantees of the First Amendment and to providing factual and timely information on a fair and impartial basis without jeopardizing the rights of victims or persons accused of crimes or compromising sensitive investigations.

II. **Public Records**

- A. The release of information and public records shall be made in compliance with the Georgia Open Records Act, O.C.G.A. 50-18-70.
- B. Except for the restrictions cited in this policy, miscellaneous incident, arrest, and other criminal incident information of a routine nature is considered to be in the public domain and shall be made equally available to all news media representatives.
- C. Special news releases that concern a recent event, arrest, or crime shall be available to all news media representatives.

III. **Procedures**

- A. Duties of the City of Dalton Communications Director
  - 1. Distribute approved information to the media and to the public in accordance with City of Dalton and Department policies and procedures and the Georgia Open Records Act.
  - 2. Be available for on-call response to the media.
  - 3. Prepare media releases and social media posts for major public events requiring an extended presence of Department personnel.
  - 4. Assist the media at crime and incident scenes and with covering routine stories.

5. Assist with the release of authorized information concerning investigations and operations.
6. Assist the Department with the authorized release of information about victims, witnesses, and suspects.
7. Arrange and coordinate press conferences, when needed.
8. Assist the Department with maintaining communications with the public and media through electronic sources, such as the internet and social networking sites.

**B. Other Personnel**

1. It is important that all employees communicate accurate and consistent information.
2. Employees shall:
  - a. Direct news media representatives to the Communications Director, lead investigating Officer, Incident Commander, Watch Commander, or any other employee designated by the Chief of Police, when asked details regarding a collision, crime, or other incident.
  - b. Assist news personnel, as approved by the Chief of Police or his / her designee, in covering routine stories and at collision and incident scenes.
  - c. Not reply to a question from news personnel by stating, "No comment."
  - d. Not speculate about liability issues or causation.
  - e. Use secure communications methods for transmitting sensitive information.
3. Supervisors at crime or incident scenes may release factual information of a general nature to the media, as governed by this or other Department policies (i.e. death notifications, juveniles, etc.) or if given prior approval by the Chief of Police or his / her designee.

**C. Social Media**

1. Employees designated by the Chief of Police are authorized to post approved information on the Department's social media accounts.
2. Those employees are required to receive training on how to effectively and professionally perform this function.

**RESTRICTED LAW ENFORCEMENT DATA**

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

3. Social media shall be used to inform the community about Department activities and programs, neighborhood safety concerns, roadway hazards, and community events.
4. Social media may also be utilized to request assistance in identifying possible suspects or gathering leads for criminal investigations.
5. All information posted to the Department's social media accounts shall be factual in nature and shall not contain opinion, conjecture, or speculation.
6. Only designated employees may reply to comments or questions posted to the Department's social media accounts and shall do so in a professional manner.

IV. **Information That Shall be Released**

A. Arrestee

1. The accused's name, year of birth, residence, occupation, marital status, and other background information, except social security number.
2. The exact charge(s), such as the complaint, warrant information, or indictments.
3. The identities of the investigating and / or arresting Officer(s) and the length of the investigation.
4. The circumstances immediately surrounding the arrest, including the date, time, location, and the occurrence of resistance, pursuit, or possession and / or use of a weapon by the suspect or Officer(s), if applicable.
5. Information necessary to obtain public assistance in apprehension of a suspect.

B. Incident Information

1. Time, substance, and location of complaints or requests for assistance.
2. The location, date, time, injuries sustained, damages, and a description of how the incident occurred.
3. Amount and type of property taken, as approved by the investigating Officer.
4. The name, age, and address of any adult charged with a crime.
5. Information warning the public of danger or the nature and frequency of crime in the community.

C. Other Identity Information

**RESTRICTED LAW ENFORCEMENT DATA**

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

Identity information for victims, witnesses, suspects, and juveniles shall be released in accordance with the Georgia Open Records Act.

V. **Information That Shall Not be Released**

- A. Opinions about a defendant's guilt or innocence.
- B. Admissions, confessions, or the contents of a statement attributed to the defendant or the defendant's refusal to make an admission, confession, or statement.
- C. Reference to the results of investigative procedures, such as fingerprints, polygraphs, ballistics or laboratory tests, wiretaps, electronic surveillance, or the refusal of a suspect / defendant to take requested tests.
- D. Statements concerning the identity, character, or credibility of a prospective witness.
- E. Prior criminal record of arrests without dispositions and / or the character of a defendant. Any requests for arrests without a disposition shall be referred to the appropriate agency.
- F. Opinions concerning evidence or argument in the case and whether it is anticipated that such evidence is essential.
- G. The identity of any critically injured or deceased person prior to the notification of next of kin, except when notification has been attempted but is not possible within a reasonable amount of time.
- H. Contents of suicide notes.
- I. The specific cause of death, until determined by the county coroner or state medical examiner.
- J. Specifics of a crime or any information that could be known only by the guilty party.
- K. Information received from other law enforcement agencies without their concurrence in releasing said information.
- L. Social security numbers and driver's license numbers.
- M. Supplemental reports that are the subject of a pending investigation or prosecution.
- N. The month and date of birthdays for all subjects listed in the report.
- O. Telephone numbers.
- P. Any record or information exempt from production publicly under the Georgia Open Records Act.

VI. **Information That is Restricted to Release by the Chief of Police or Designee**

**RESTRICTED LAW ENFORCEMENT DATA**

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

- A. Statements of Department policy, official responses to criticisms, comments that are critical of another agency, institution, or public official, information concerning confidential Department investigations or operations, or statements pertaining to pending litigation involving the Department.
- B. Information regarding an internal investigation of alleged misconduct by members of the Department or the disciplinary action taken as a result of any such investigation.
- C. The names of Department members subject to disciplinary action as a result of an ongoing or completed investigation.

VII. **Photographs and Suspect Interviews**

- A. Members of the Department shall neither encourage nor discourage members of the media or any other persons to photograph suspects or defendants when they are in public places. In no event shall the accused be photographed in a posed position.
- B. Photographs or “mug shots” of an un-apprehended suspect may be released at the discretion of the Chief of Police or a Division Commander.
- C. Employees shall not allow persons in custody to be interviewed by news media representatives.

VIII. **Access to Crime and Incident Scenes**

- A. Direct access to crime and incident scenes by news media representatives shall be allowed only after all known evidence has been processed and the on-site investigation completed.
  - 1. Prior to the processing of crime scenes, the Officer-in-charge shall restrict news media representatives and photographers to outside the established perimeter.
  - 2. The Communications Director may be requested to respond to any scene at the discretion of the Officer-in-charge.
  - 3. The Communications Director or designated Officer shall establish a news media staging area outside the perimeter of the crime scene and shall be responsible for obtaining information from the Officer-in-charge and providing updates to the members of the news media.
- B. After the crime scene has been released by the Officer-in-charge, access shall not be restricted, except that permission must be obtained from the owner if the location is on private property.
- C. Media access to fire scenes is controlled by the Dalton Fire Department’s Incident Commander. The ranking Officer at the fire scene shall confer with the DFD Incident Commander and assist in establishing an observation point for the media.

**RESTRICTED LAW ENFORCEMENT DATA**

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

- D. Media access to major incidents, natural disasters, and other catastrophic events is controlled by the Incident Commander.
- E. During major incidents, natural disasters, and other catastrophic events, the Communications Director or designated Officer shall establish a news media staging area outside of the perimeter of the event and shall be responsible for obtaining information from the Incident Commander and providing updates to the members of the news media.

IX. **Juveniles**

Arrest reports, motor vehicle collision reports, and other information regarding the identity of persons under the age of seventeen (17) shall only be released to the media, public agencies, or other authorized persons in accordance with the Georgia Open Records Act.

X. **Incidents Involving Multiple Agencies**

When incidents involve more than one agency, the ranking Officer shall confer with officials from the other agency(s) to determine who will be responsible for releasing or coordinating the release of information to the news media. This will usually be the agency having primary jurisdiction over the incident.

XI. **Responsibilities for the Release of Information**

- A. The Chief of Police shall be notified, as soon as possible, regarding ongoing criminal investigations that may prompt inquiries from the news media.
- B. Only the Chief of Police or his / her designee are authorized to call press conferences, issue press releases, or post information to the Department's social media accounts.

XII. **Participation in Policy**

All employees are public relations ambassadors of the Department and are encouraged to bring suggestions that would enhance public awareness of Department programs and activities to the attention of the Chief of Police.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-2.16</b>
<i>Subject</i> <b>Form Development, Modification, and Approval</b>		
<i>Reference</i> <b>CALEA Standard – 11.4.2</b>		<i>Revised</i> <del>March 22, 2022</del> <b>February 27, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>March 2024</del> <b>February 2026</b>	<i>No. Pages</i> <b>2</b>

I. **Policy**

It is the policy of the Dalton Police Department to provide a systematic method of development, modification, review, and approval for all forms utilized by the Department.

II. **Development and Control**

A. The Administration Division Commander shall be responsible for coordinating the creation, modification, and review of all forms used by the Department.

B. **Creation**

1. Any new form that is to be implemented by any Division shall conform to the standards set forth in this directive.
2. The requestor of a new form shall first determine whether a new form is actually needed or if it may be consolidated with another form in order to prevent duplication.
3. The requested form shall be accompanied by a statement of the form's purpose, form's origin, number of copies required, and completion instructions.
4. The form shall be submitted in electronic format.
5. Data elements contained in the form shall include all needed information for that particular form and be spaced to allow sufficient room for entering information.
6. The data sequence shall be consistent with other forms used within the Department.
7. The format should be as simple as possible, easy to read, and easy to understand. Terms used shall be consistent with those used on other Department forms.

8. Storage and retrieval procedures shall be given consideration when determining the proper size of the form. Consideration should be given to the storage location and the retention time of the form.
9. The copies intended for distribution shall have a clear purpose for each component or section receiving the copy.

C. Modification

If a current form needs to be modified, the modifications to be made shall be notated on the form. The modifications shall conform to the procedures outlined above.

D. Review of New or Modified Forms

1. The form shall be first approved by the Supervisor and Division Commander of the employee who designed or modified the form.
2. The form shall be submitted to the Administration Division Commander to determine if the form conforms to Department guidelines, is consistent with the proper form design, and is not a duplicate of a form already in use.
3. If the form does not conform to acceptable standards, it shall be returned to the originator.

E. Approval

Upon final design of the form, it shall be submitted to the Chief of Police by the Administration Division Commander for final approval.

III. **Numbering System**

- A. An approved form shall be assigned a number by the Administration Division Commander with each section of the Department having a separate numbering index. The form shall not be printed or put into use until the number has been assigned.
- B. A modified form shall have its form number updated with the current revision date.

*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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# DALTON POLICE DEPARTMENT

<i>Effective Date</i>		<i>Number</i>
<b>August 1, 1998</b>		<b>GO91-3.6</b>
<i>Subject</i>		
<b>Commendation / Achievement and Recognition Program</b>		
<i>Reference</i>		<i>Revised</i>
<b>CALEA Standard – 26.1.2</b>		<del>March 22, 2022</del> <b>February 27, 2024</b>
<i>Distribution</i>	<i>Re-evaluation Date</i>	<i>No. Pages</i>
<b>All Personnel</b>	<del>March 2024</del> <b>February 2026</b>	<b>6</b>

I. **Policy**

It is the policy of the Dalton Police Department to acknowledge outstanding performance, achievements, and acts of service by its members.

II. **Initiating Recommendations for Commendation**

- A. Any Department member may recommend another member of the Department for consideration of a commendation.
- B. The recommendation shall be entered into the Guardian Tracking program. A detailed description and any supporting documents shall be entered and attached before submission.
- C. All recommendations shall be submitted to the Chief of Police via the chain of command. The Chief of Police shall review all recommendations and publish the disposition for each case in the Guardian Tracking program.

III. **Commendation Review**

The Command Staff is designated as the medium by which all commendations for Department personnel are reviewed.

IV. **Types of Commendation**

- A. Medal of Honor
  - 1. This commendation is awarded posthumously when a member meets his / her death in the performance of duty as a result of an injury or injuries received from direct combat, weapons, or other hazardous means.

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2. The commendation consists of a cased Dalton Police Department Medal of Honor and citation to be presented to the next-of-kin of the deceased employee by the Chief of Police.

B. Department Award of Valor

1. This commendation is awarded to a member of the Department who, conscious of danger and at great risk of imminent personal hazard to life, distinguishes himself / herself by intelligently performing an act of extraordinary heroism or valor above and beyond the call of duty.
2. This award consists of a Dalton Police Department Award of Valor medal on a red, white, and blue ribbon and a citation. An additional ribbon bar for the Class A and Class B uniforms shall be provided for sworn members.
3. The additional ribbon bar may be worn at the same time as any other Awards of Valor presented in the past.
4. The Chief of Police may also award a day off with pay in conjunction with this commendation.
5. The commendation shall be presented to the employee by the Chief of Police or his / her designee at a function or gathering suitable for this award.

C. Department Award of Merit

1. This commendation is awarded to a member of the Department who distinguishes himself / herself by bringing extraordinary credit, honor, and / or recognition to the Department. Such acts include, but are not limited to, performing a selfless act worthy of special recognition for achieving, where others would likely fail; defending others from harm while sacrificing personal safety, where immediate action was necessary; proactively performing duties exceedingly beyond expectations; and / or excelling under fire / stress during a critical incident.
2. This commendation shall consist of a written citation and a ribbon bar bearing the word "MERIT".
3. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.

D. Life Saving Award

1. This commendation is awarded to any employee for acts that directly contribute to the preservation of human life.
2. A sworn recipient of this commendation shall receive a framed citation and a ribbon bar.
3. A non-sworn recipient shall receive a framed citation.

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4. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
- E. Letter of Commendation
1. A letter of commendation may be presented to members under circumstances which do not merit the aforementioned commendations but where some form of recognition is deemed appropriate.
  2. A letter of commendation, in the form of a written citation, is presented to the recipient by the Chief of Police or his / her designee.
- F. Department Service Award
1. This award is determined by the City of Dalton Human Resources Department, is presented after the first five (5) years of employment, and is awarded every five (5) years thereafter.
  2. This award consists of a pin to be worn on the Class A and Class B uniform and / or a selected gift.
  3. This award shall be presented by the Chief of Police or his / her designee to the recipient at a time deemed appropriate.
- G. Employee of the Month
1. This commendation may be presented on a monthly basis to an employee who has been selected for an outstanding achievement(s) in the performance of his / her job during that month. Outstanding achievement connotes exceptional performance, which is considered beyond the normal duties required of the job and considered commendable.
  2. This commendation shall consist of a written citation and a day off from work with pay.
  3. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
  4. Selection process
    - a. All nominations for Employee of the Month shall be submitted through the Guardian Tracking program.
    - b. Nominations shall be reviewed during Command Staff meetings each month.
    - c. The Chief of Police and Command Staff shall select the recipients of this commendation.

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- d. There may be situations in which more than one employee, involved in the same incident, is selected for this commendation for the same month.
- e. In the event that no nominations are received or no job performance is deemed worthy of commendation during a particular month, no award shall be presented for that time period.

#### H. Employee of the Year

1. This commendation shall be presented on an annual basis to a sworn and a non-sworn employee who have been selected for an outstanding achievement(s) in the performance of his / her job during that year. Outstanding achievement connotes exceptional performance, which is considered beyond the normal duties required of the job and considered commendable.
2. This commendation shall consist of an engraved plaque and a day off from work with pay.
3. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.
4. Selection Process
  - a. Each employee shall be asked to make a nomination from two groups, one sworn and one non-sworn, for employee of the year.
  - b. The names of the nominees, along with all of the names of the employees of the month for the past year, shall be compiled into a list.
  - c. The list of nominees and employees of the month for the past year shall be reviewed during Command Staff meetings.
  - d. The Chief of Police and Command Staff shall select the recipients of this award.

#### I. Other Recognitions

The following recognitions may be awarded as nominations are received or as deemed appropriate by the Chief of Police:

1. Commander's Award
  - a. A Division Commander may select an employee of his / her division who has significantly contributed toward reaching the division's goals, consistently shown initiative in achieving the Department's mission, and displayed a very high degree of professionalism for this commendation.

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- b. This commendation consists of a written citation and / or an engraved plaque.
- c. The commendation shall be presented to the recipient by the nominating Division Commander at a function or gathering suitable for this award.

## 2. Innovation in Police Service Award

- a. This commendation may be presented to the individual or small group that creates or uses the most innovative strategies, tactics, or methods in delivering or contributing to the delivery of police services.
- b. This award may cover short or long-term projects but must have achieved measurable outcomes that have resulted in one or more of the following: increased efficiency, reduced costs of operation, new use of existing technology, data, or information, or will result in long-lasting improvement in Department operations.
- c. This commendation consists of a written citation and / or an engraved plaque.
- d. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.

## 3. Leadership Excellence Award

- a. This commendation may be presented to a Supervisor who constantly displays an excellent ability to manage people and resources toward achieving goals, has technical proficiency in all areas, and displays the highest quality of human relations skills in working with team members and members of the public.
- b. This commendation consists of a written citation and / or an engraved plaque.
- c. The commendation shall be presented to the recipient by the Chief of Police or his / her designee at a function or gathering suitable for this award.

## V. Wearing of Awards

- A. Medals may be worn only on Class A uniforms during ceremonial and / or official occasions or when stipulated by the Chief of Police. Medals may be worn on the flap of the right breast pocket, centered one-half (1/2) inch below the top seam.

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- B. Bar ribbons may be worn on the right pocket above the nameplate on the Class A or Class B uniform.
- C. An Officer receiving any ribbon or medal awards from any other law enforcement agency may wear them above the nameplate area above the right breast pocket with the approval of the Chief of Police.

VI. **Commendations Received from Citizens**

Letters of commendation received from outside the Department shall be handled as follows:

- A. A letter of acknowledgment and appreciation shall be sent to the correspondent from the Chief of Police.
- B. The Chief of Police shall forward a copy to the Public Safety Commission (if appropriate), the employee's personnel file, and the Command Staff for consideration.

VII. **Commendations to Non-members**

- A. Department personnel who wish to officially commend someone who is not a member of this Department for his / her actions shall initiate a recommendation for commendation by submitting a memorandum and any supporting documentation to the Chief of Police.
- B. The Command Staff is authorized to present appreciation awards, such as plaques, to non-members who assisted in the apprehension of a criminal or placed themselves in danger to provide aid to someone in need.
- C. A Department letter of commendation may be given to non-members under circumstances which do not merit the aforementioned awards but where some form of recognition is deemed appropriate.

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>May 1, 1998</b>	<i>Number</i> <b>GO88-4.15</b>
<i>Subject</i> <b>Emergency Vehicle Driving</b>		
<i>Reference</i> <b>CALEA Standard – 41.2.1</b>		<i>Revised</i> <del>March 22, 2022</del> <b>February 27, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>March 2024</del> <b>February 2026</b>	<i>No. Pages</i> <b>2</b>

I. **Policy**

It is the policy of the Dalton Police Department that employees shall exercise due regard for their safety and others when operating police vehicles in emergency situations.

II. **Response Types**

The seriousness of the call shall dictate whether the response shall be conducted as non-emergency or emergency. Supervisors shall monitor Officers' responses and control the number of units responding to emergencies. Supervisors shall upgrade or downgrade emergency responses by Officers as they deem necessary.

A. Non-emergency

Officers should proceed immediately to the location of the call, adhere to traffic laws, and be courteous to other users of the road. Emergency lights and siren shall not be used on non-emergency calls.

B. Emergency

Emergencies include situations in which life is in danger, physical harm is occurring or is imminent, or any other situation in which public safety is potentially in jeopardy. No set of guidelines can possibly define every emergency an Officer may encounter, and, for that reason, deciding whether a situation is an emergency must be left to each Officer based on the facts and circumstances known to the Officer or relayed through other means, such as another Officer, a dispatcher, or a Supervisor.

1. Officers shall respond immediately to the location of the call while operating the vehicle with due regard for the safety of all persons.
2. Emergency lights and siren shall be used on emergency calls, except the Officer should use discretion and discontinue use before arrival at some calls if continued use might endanger another person.

3. Officers may exceed the speed limit but shall exercise good judgment and take into consideration traffic and road conditions.
4. Officers may proceed past a stop signal or stop sign, but only after slowing or stopping the vehicle as necessary for safe operation.
5. Officers may fluctuate the sound of the siren so it may be heard better.
6. Officers should not drive up immediately behind another vehicle and sound the siren.
7. Officers should not pass on the right side of a vehicle, except when absolutely necessary.
8. Officers should remain mindful of road, weather, and traffic conditions.

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# DALTON POLICE DEPARTMENT

	<i>Effective Date</i> <b>July 26, 2011</b>	<i>Number</i> <b>GO11-4.28</b>
<i>Subject</i> <b>Juvenile Procedures</b>		
<i>Reference</i> <b>CALEA Standards – 44.1.1, 44.1.3, 44.2.1, 44.2.2, 44.2.3, 82.1.2</b>		<i>Revised</i> <del>April 26, 2022</del> <b>February 27, 2024</b>
<i>Distribution</i> <b>All Personnel</b>	<i>Re-evaluation Date</i> <del>April 2024</del> <b>February 2026</b>	<i>No. Pages</i> <b>9</b>

I. **Policy**

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

II. **Definitions**

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

1. Under the age of 18 years;
2. Under the age of 17 years when alleged to have committed a delinquent act;
3. Between 18 and 21 years of age and receiving extended care youth services from DFCS; or
4. Under the age of 21 years who committed an act of delinquency before reaching the age of 17 years and who has been placed under the supervision of the court or on probation to the court for the purpose of enforcing orders of the court.

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

1. Subject to compulsory school attendance and who is habitually and without good and sufficient cause truant, as such term is defined in Code Section 15-11-381, from school;
2. Habitually disobedient of the reasonable and lawful commands of his or her parent, guardian, or legal custodian and is ungovernable or places himself or herself or others in unsafe circumstances;
3. A runaway, as such term is defined in Code Section 15-11-381;

4. A child who has committed an offense applicable only to a child;
5. A child who wanders or loiters about the streets of any city or in or about any highway or any public place between the hours of 12:00 midnight and 5:00 A.M.;
6. A child who disobeys the terms of supervision contained in a court order which has been directed to such child who has been adjudicated a child in need of services;
7. A child who patronizes any bar where alcoholic beverages are being sold, unaccompanied by his or her parent, guardian, or legal custodian, or who possesses alcoholic beverages; or
8. A child who has committed a delinquent act and is adjudicated to be in need of supervision but not in need of treatment or rehabilitation.

C. *Delinquent Act* –

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

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

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

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

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

III. **Purpose**

A. Through participation in juvenile-focused programs, including the School Resource Officer program and the Public Safety Cadet program, the Department is committed to the development and perpetuation of programs designed to prevent

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and control delinquency. All Department divisions and personnel share in the responsibility of participating in and / or supporting juvenile operations and programs.

- B. In conjunction with Departmental crime analysis efforts, special details and / or operations shall continually be developed and implemented to address actual or perceived increases in juvenile delinquency.
- C. An annual review and written evaluation of all juvenile delinquency enforcement and prevention programs participated in by the Department shall be completed by the Patrol Division Commander or his / her designee.
- D. The Department encourages review and comment by other elements of the juvenile justice system in the development of the Department's policies and procedures relating to juveniles.

IV. **Juvenile Investigations**

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

V. **Procedures**

- A. Enforcement Alternatives
  - 1. Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions.
  - 2. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.
  - 3. Alternatives that may be considered and employed include:
    - a. Outright release to a parent, legal guardian, or other responsible adult with no further action

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- b. Informal counseling, advising the juvenile of the consequences of his / her actions
- c. Referral to community services
- d. Referral to another agency or service for potential diversion alternatives
- e. Informal counseling of a parent, legal guardian, or responsible adult
- f. Issuance of a citation
- g. ~~Arrest and referral~~ Referral to Juvenile Court

**B. Enforcement Criteria**

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

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- (4) Juvenile has prior informal warnings for engaging in delinquent acts.
    - b. Upon issuance of the citation, the Officer shall advise the juvenile and / or parent or guardian of the charge and the contact information for Juvenile Court so they can be advised of a date and time to appear.
4. Officers, upon approval by the on-call Intake Officer, may take a juvenile into custody and file delinquency charges when:
  - a. The act would be considered a felony if committed by an adult.
  - b. The act involves deadly weapons.
  - c. The act is a serious or potentially life-threatening gang-related offense.
  - d. The act involves assault.
  - e. The act occurs while the juvenile is on probation, parole, or when he / she has charges pending against him / her, or the juvenile is a repeat offender.
  - f. The juvenile refuses to participate in diversion or intervention programs.
  - g. It has been determined that parental or other adult supervision is ineffective.
5. An Officer may also take a juvenile into custody if the juvenile is lost, seriously endangered, harmed, or is a runaway.
6. The following guidelines shall be followed when any juvenile that has been reported as a runaway is located:
  - a. Confirm as a runaway through departmental reports, NCIC, or some other means.
  - b. A Juvenile Court Intake or Probation Officer shall be contacted for further direction, such as detention or release to a responsible adult.
  - c. Take the juvenile into custody and transport to an appropriate location.
  - d. Complete an incident or supplemental report.
  - e. Forward all necessary documents to the appropriate juvenile Probation Officer.

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

VI. **Juvenile Custody**

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

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

## VII. **Criminal Procedures**

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

- A. Notify the juvenile of his / her Constitutional rights without delay.

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- B. The juvenile shall be provided all appropriate warnings, including Miranda.
- C. Juveniles are subject to the same requirements as adults and may be handcuffed or otherwise restrained, as necessary, during transport and processing.
- D. Notify the juvenile's parent(s), legal guardian, or other responsible adult of the offense and that the juvenile has been taken into custody.

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

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

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

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

**RESTRICTED LAW ENFORCEMENT DATA**

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



*This policy supersedes any previous policies issued.*

**BY ORDER OF**

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**CHIEF OF POLICE**

**RESTRICTED LAW ENFORCEMENT DATA**

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



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Detailed Selected Statistics and Management Activity

By Incident Type

Report Period: 01/01/24 - 01/31/24 23:59:59

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
111	Building fire	7	2.17%	0	19.43	0	1.57	6	0.00	1.29	27.10	129.599994	3.62
113	Cooking fire, confined to container	2	0.62%	0	16	0	1	5	0.00	1	7.79	9.583332	3.99
114	Chimney or flue fire, confined to chimney or flue	1	0.31%	0	15	0	2	5	0.00	2	25.78	23.833332	5.58
131	Passenger vehicle fire	1	0.31%	0	4	0	1	1	0.00	1	2.92	2.883333	5.82
142	Brush or brush-and-grass mixture fire	1	0.31%	0	3	0	0	1	0.00	0	0.70	.700000	4.10
143	Grass fire	1	0.31%	0	15	0	2	5	0.00	1	4.53	2.416666	5.85
151	Outside rubbish, trash or waste fire	3	0.93%	0	3	0	0	1	0.00	0	1.00	3.000000	4.91
300	Rescue, EMS incident, other	1	0.31%	0	0	6	0	0	2.00	0	4.10	3.950000	6.90
311	Medical assist, assist EMS crew	163	50.46%	0	0.04	3.18	0.05	0.01	1.00	0.02	0.94	147.666655	4.52
322	Motor vehicle accident with injuries	18	5.57%	0	0.72	5.44	0.33	0.22	1.72	0.28	3.42	52.333330	3.58
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.31%	0	0	3	2	0	1.00	1	2.33	2.266666	3.63
324	Motor vehicle accident with no injuries.	3	0.93%	0	0	7.33	0	0	2.33	0	14.50	34.750000	3.37
351	Extrication of victim(s) from building/structure	1	0.31%	0	3	0	0	1	0.00	0	1.45	1.450000	10.62

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPS	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
352	Extrication of victim(s) from vehicle	1	0.31%	0	3	3	2	1	1.00	1	4.67	3.966666	2.68
353	Removal of victim(s) from stalled elevator	1	0.31%	0	7	0	0	2	0.00	0	1.40	1.400000	3.57
400	Hazardous condition, other	1	0.31%	0	3	0	0	1	0.00	0	0.75	.750000	8.92
411	Gasoline or other flammable liquid spill	1	0.31%	0	8	0	1	2	0.00	1	5.70	5.666666	4.15
412	Gas leak (natural gas or LPG)	2	0.62%	0	11	0	0.5	3.5	0.00	0.5	3.55	6.216666	5.59
424	Carbon monoxide incident	2	0.62%	0	9	0	1	3	0.00	1	9.92	19.616666	5.32
444	Power line down	2	0.62%	0	6	0	0.5	2	0.00	0.5	1.79	3.266666	5.40
445	Arcing, shorted electrical equipment	1	0.31%	0	3	0	0	1	0.00	0	1.10	1.100000	6.50
500	Service Call, other	7	2.17%	0	3.71	0	0	1.14	0.00	0	0.88	5.566666	4.54
522	Water or steam leak	2	0.62%	0	3.5	0	0	1	0.00	0	1.98	3.766666	4.55
551	Assist police or other governmental agency	1	0.31%	0	3	0	0	1	0.00	0	0.65	.650000	4.90
553	Public service	3	0.93%	0	3	0	0	1	0.00	0	1.03	3.100000	4.64
600	Good intent call, other	2	0.62%	0	7.5	1.5	0.5	2.5	0.50	0.5	2.61	6.133333	5.47
611	Dispatched & canceled en route	28	8.67%	0	2.43	2.71	0.29	0.79	0.89	0.18	0.26	8.299997	0.00
622	No incident found on arrival at dispatch address	6	1.86%	0	3	3.5	0.17	1	1.00	0.17	1.04	6.133331	3.36
651	Smoke scare, odor of smoke	4	1.24%	0	10.75	0	0.75	3.5	0.00	0.75	3.07	9.866665	3.40
671	HazMat release investigation w/no HazMat	1	0.31%	0	3	0	0	1	0.00	0	1.85	1.850000	3.32
714	Central station, malicious false alarm	1	0.31%	0	12	0	1	4	0.00	1	9.53	3.933333	4.72
715	Local alarm system, malicious false alarm	1	0.31%	0	12	0	2	4	0.00	1	1.63	1.266666	3.82

CODE	DESCRIPTOR	FREQUENCY	FREQ. PERCENT	EXPs	AVG # SUPPR. PERS	AVG # EMS PERS	AVG # OTHER PERS	AVG # SUPPR. APPR.	AVG # EMS APPR.	AVG # OTHER APPR.	AVERAGE # MAN HOURS	TOTAL MAN HOURS	AVERAGE RESPONSE TIME (min)
730	System malfunction, other	1	0.31%	0	9	0	1	3	0.00	1	2.17	1.916666	3.93
731	Sprinkler activation due to malfunction	19	5.88%	0	11.63	0	0.84	3.63	0.00	0.74	7.95	102.399988	3.98
733	Smoke detector activation due to malfunction	1	0.31%	0	15	0	1	4	0.00	1	5.87	3.483332	4.75
734	Heat detector activation due to malfunction	1	0.31%	0	13	0	1	4	0.00	1	11.67	6.016666	2.43
735	Alarm system sounded due to malfunction	7	2.17%	0	13.71	0	1.43	4.14	0.00	1	4.76	21.866662	3.75
741	Sprinkler activation, no fire - unintentional	2	0.62%	0	9	0	1	3	0.00	1	1.25	1.966666	3.30
743	Smoke detector activation, no fire - unintentional	9	2.79%	0	13	0	1.33	4.22	0.00	0.89	4.65	28.483331	6.08
744	Detector activation, no fire - unintentional	1	0.31%	0	14	0	1	4	0.00	1	3.50	2.916666	4.58
745	Alarm system activation, no fire - unintentional	12	3.72%	0	11.33	0	0.92	3.5	0.00	0.75	4.36	31.466659	5.20
<b>Totals</b>		<b>323</b>	<b>100%</b>	<b>0</b>	<b>3.61</b>	<b>2.32</b>	<b>0.35</b>	<b>1.14</b>	<b>0.73</b>	<b>0.27</b>	<b>2.83</b>	<b>707.50</b>	<b>4.08</b>
<b>Mutual Aid Given Incidents</b>		<b>17</b>											



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Response Summary by Station

Report Period: 01/01/24 - 01/31/24 23:59:59

Station	Responses	% Fire	% EMS	Other	Per Day
Station 1	123	4.07	70.73	25.2	4.1
Station 2	62	8.06	50	41.94	2.07
Station 3	72	4.17	51.39	44.44	2.4
Station 4	45	11.11	37.78	51.11	1.5
Station 5	38	0	60.53	39.47	1.27

**Total 340**

02/20/24 10:31:34



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Breakdown by Incident Type

Report Period: 01/01/24 - 01/31/24 23:59:59

Incident Type	Incidents	Exposures
311 Medical assist, assist EMS crew	164	0
611 Dispatched & canceled en route	36	0
322 Motor vehicle accident with injuries	20	0
731 Sprinkler activation due to malfunction	19	0
745 Alarm system activation, no fire - unintentional	13	0
743 Smoke detector activation, no fire - unintentional	9	0
735 Alarm system sounded due to malfunction	7	0
500 Service Call, other	7	0
111 Building fire	7	0
324 Motor vehicle accident with no injuries.	6	0
622 No incident found on arrival at dispatch address	6	0
651 Smoke scare, odor of smoke	4	0
553 Public service	3	0
151 Outside rubbish, trash or waste fire	3	0
113 Cooking fire, confined to container	2	0
412 Gas leak (natural gas or LPG)	2	0
424 Carbon monoxide incident	2	0
444 Power line down	2	0
600 Good intent call, other	2	0
522 Water or steam leak	2	0
741 Sprinkler activation, no fire - unintentional	2	0
143 Grass fire	2	0
744 Detector activation, no fire - unintentional	1	0
733 Smoke detector activation due to malfunction	1	0

02/20/24 10:31:56

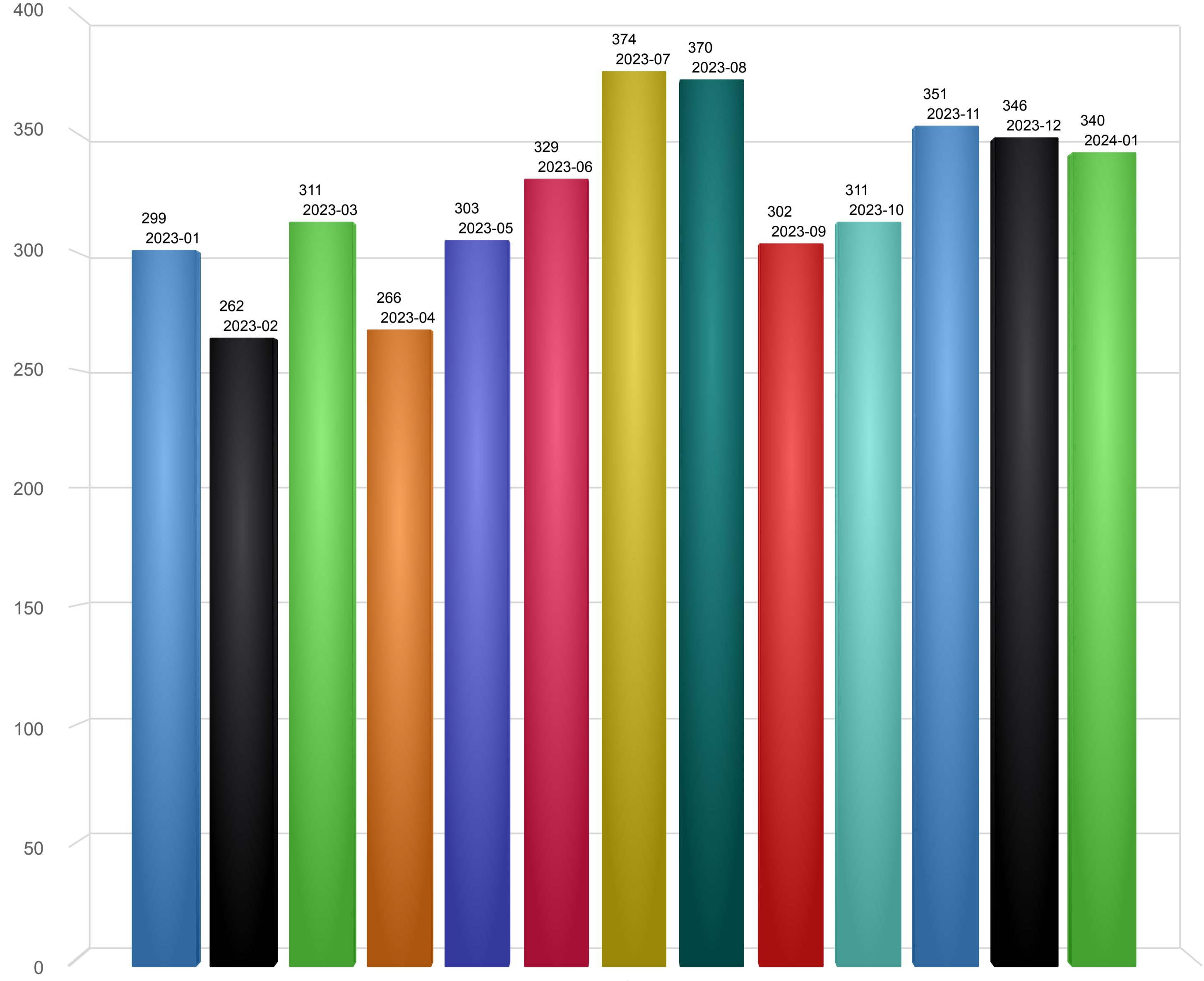
Incident Type	Incidents	Exposures
734 Heat detector activation due to malfunction	1	0
551 Assist police or other governmental agency	1	0
671 HazMat release investigation w/no HazMat	1	0
714 Central station, malicious false alarm	1	0
715 Local alarm system, malicious false alarm	1	0
730 System malfunction, other	1	0
445 Arcing, shorted electrical equipment	1	0
351 Extrication of victim(s) from building/structure	1	0
352 Extrication of victim(s) from vehicle	1	0
353 Removal of victim(s) from stalled elevator	1	0
400 Hazardous condition, other	1	0
411 Gasoline or other flammable liquid spill	1	0
114 Chimney or flue fire, confined to chimney or flue	1	0
131 Passenger vehicle fire	1	0
132 Road freight or transport vehicle fire	1	0
142 Brush or brush-and-grass mixture fire	1	0
300 Rescue, EMS incident, other	1	0
323 Motor vehicle/pedestrian accident (MV Ped)	1	0

	Incidents	Exposures
<b>Total</b>	<b>340</b>	<b>0</b>

# Incidents by Months

## 01/01/2023-01/31/2024

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



Incident Count

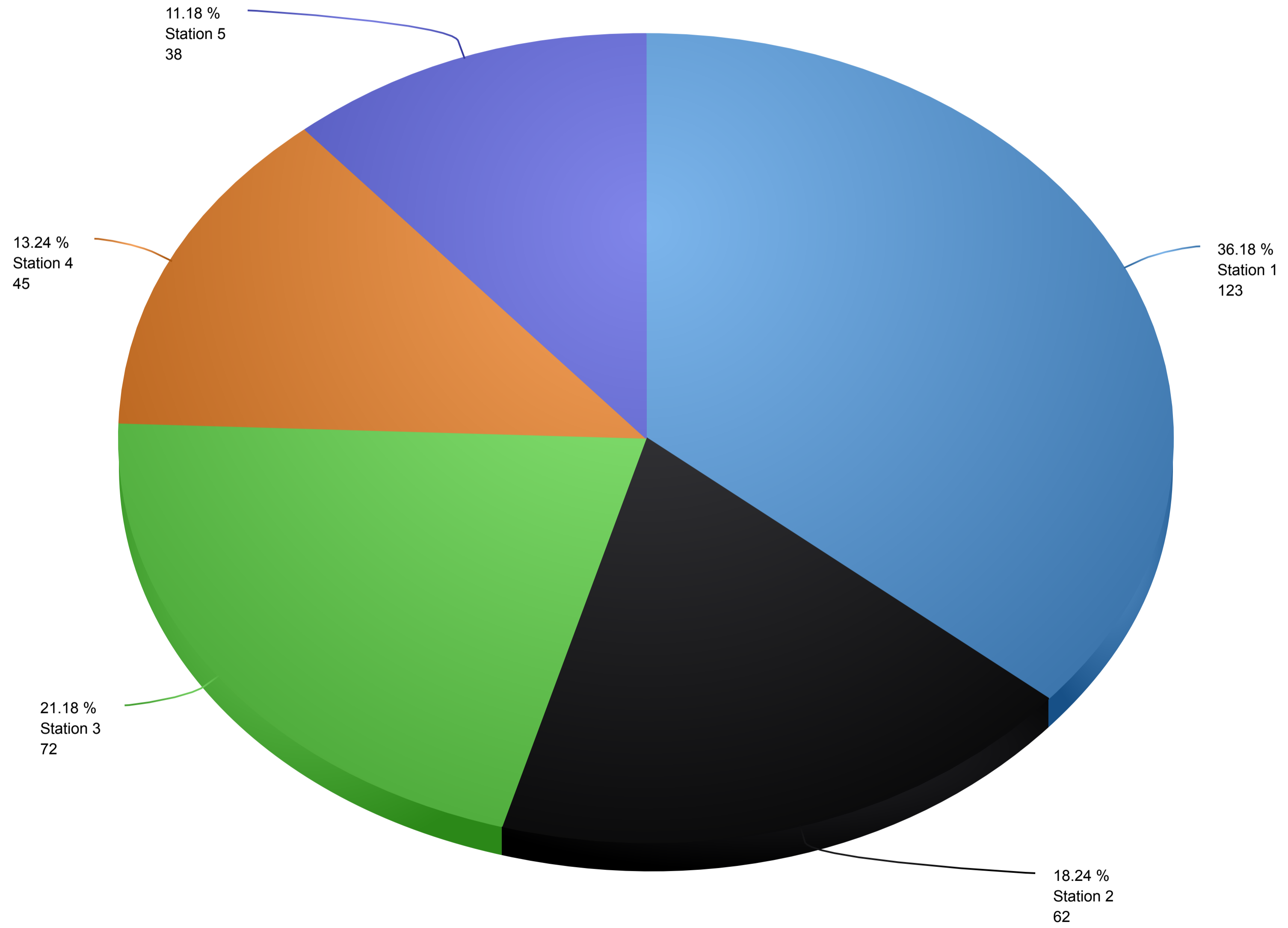
Total of Month: 4,164



# Incidents by Stations

01/01/2024-01/31/2024

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

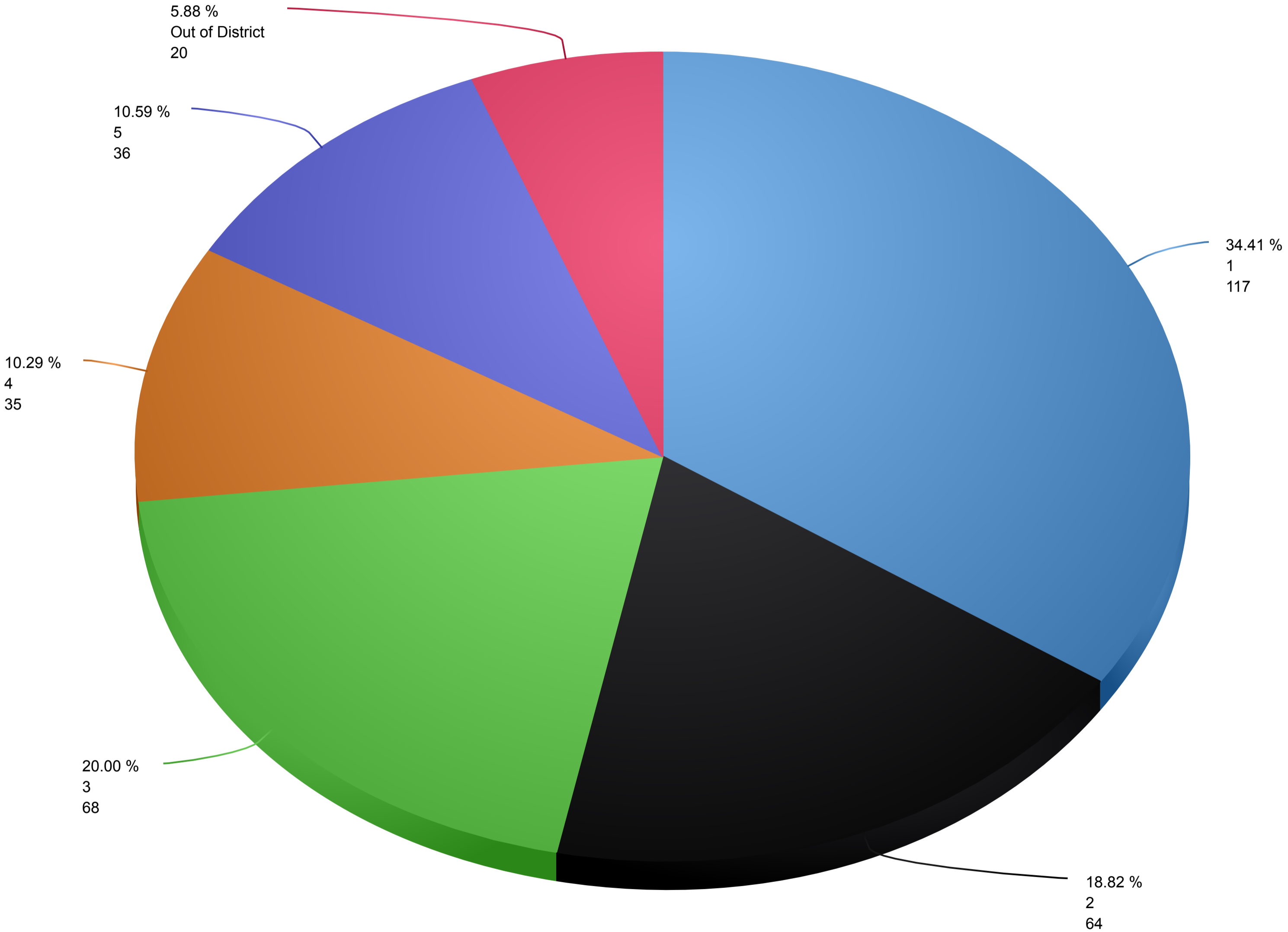


Total of Station: 340

# Incidents by District

01/01/2024-01/31/2024

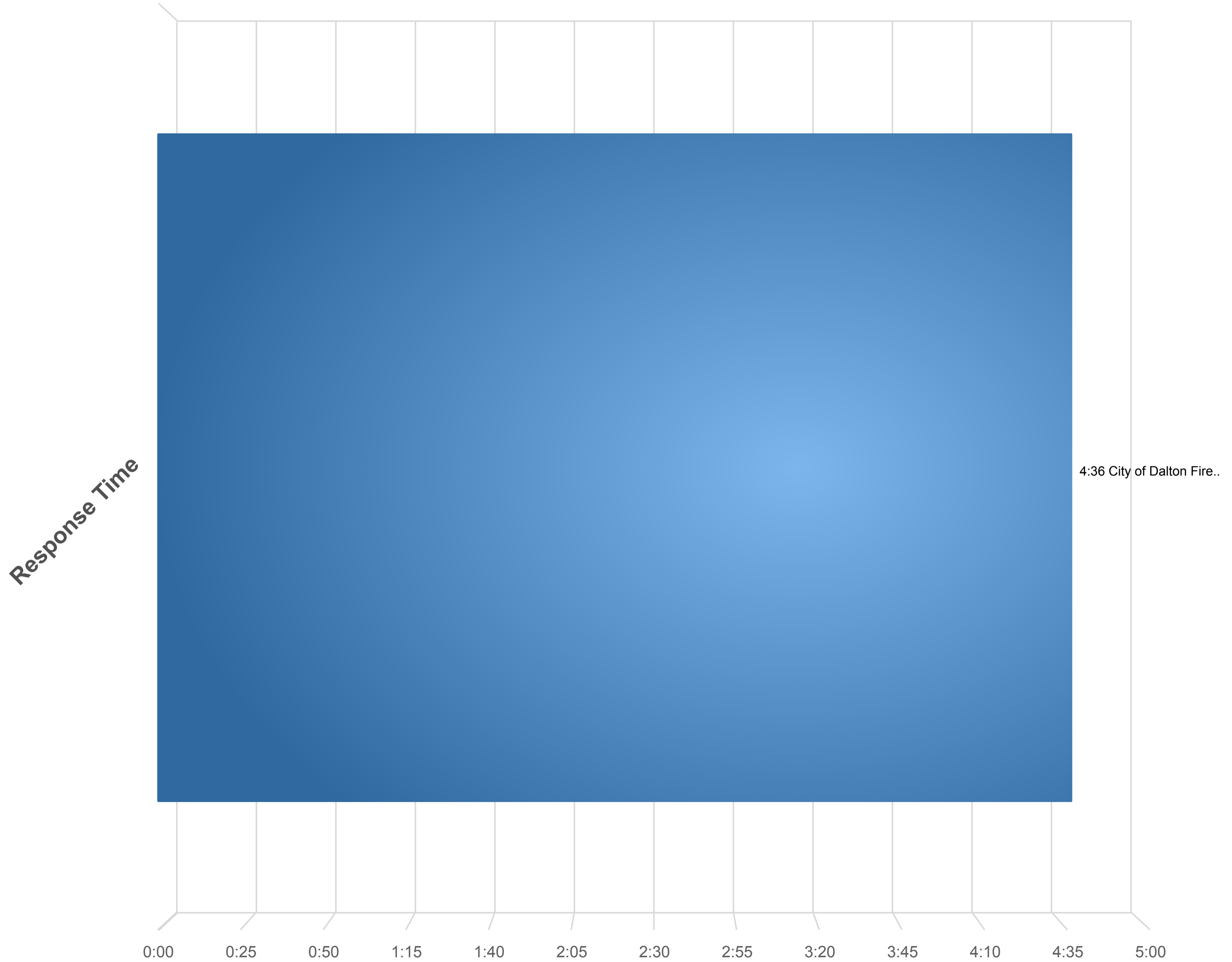
- 1
- 2
- 3
- 4
- 5
- Out of District



Total of District: 340

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

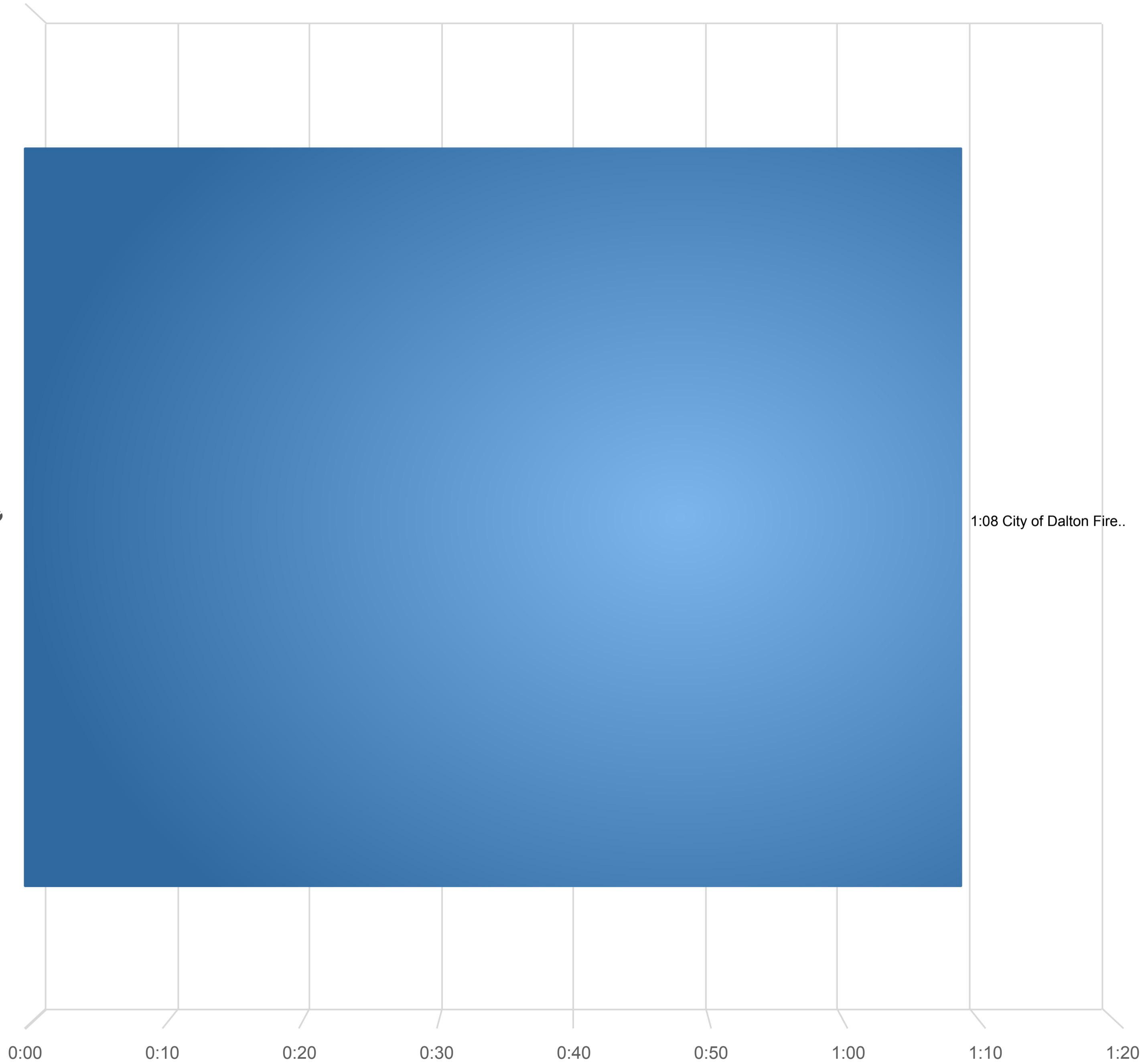
01/01/2024-01/31/2024



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

01/01/2024-01/31/2024

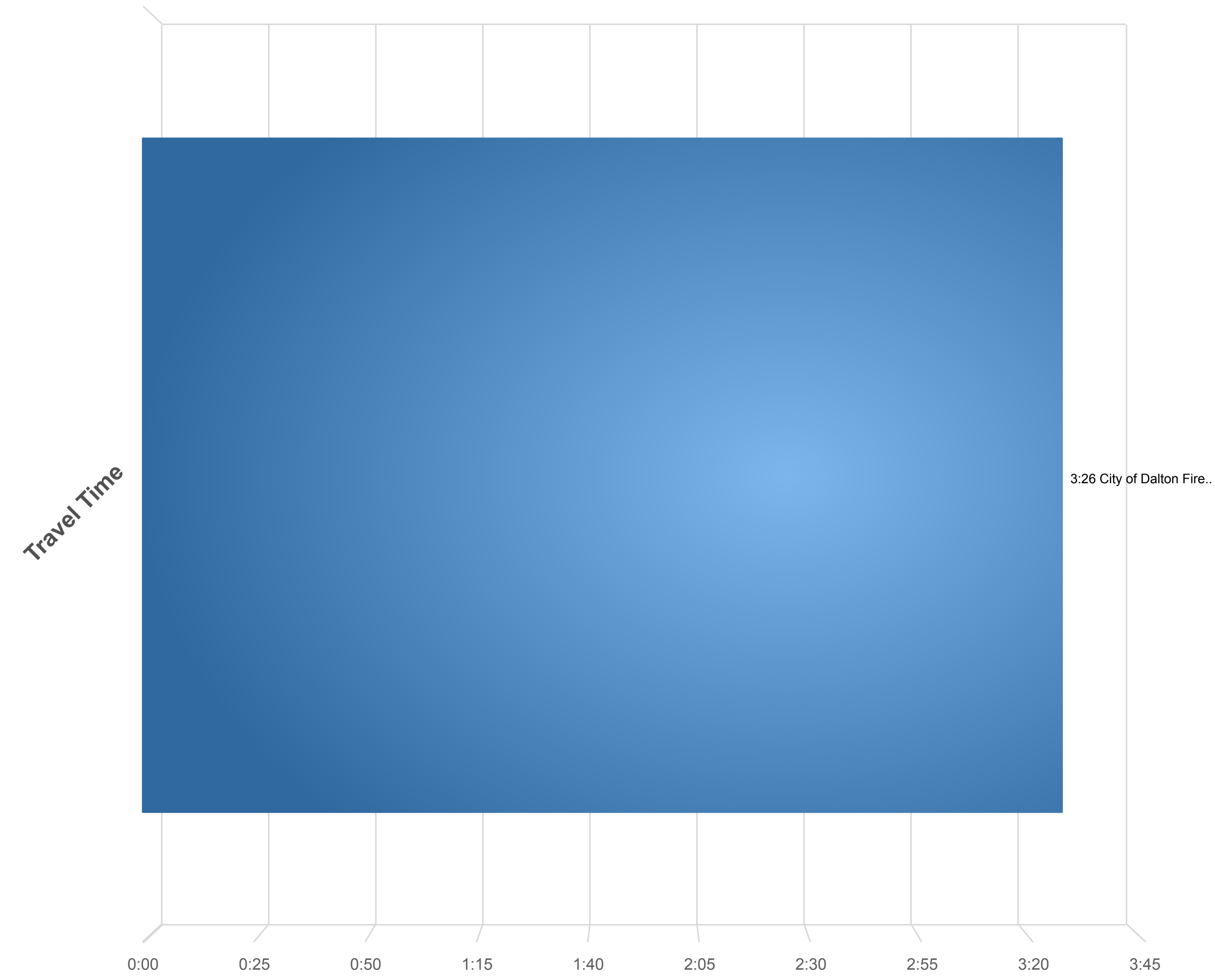
Turnout Time



1:08 City of Dalton Fire..

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

01/01/2024-01/31/2024

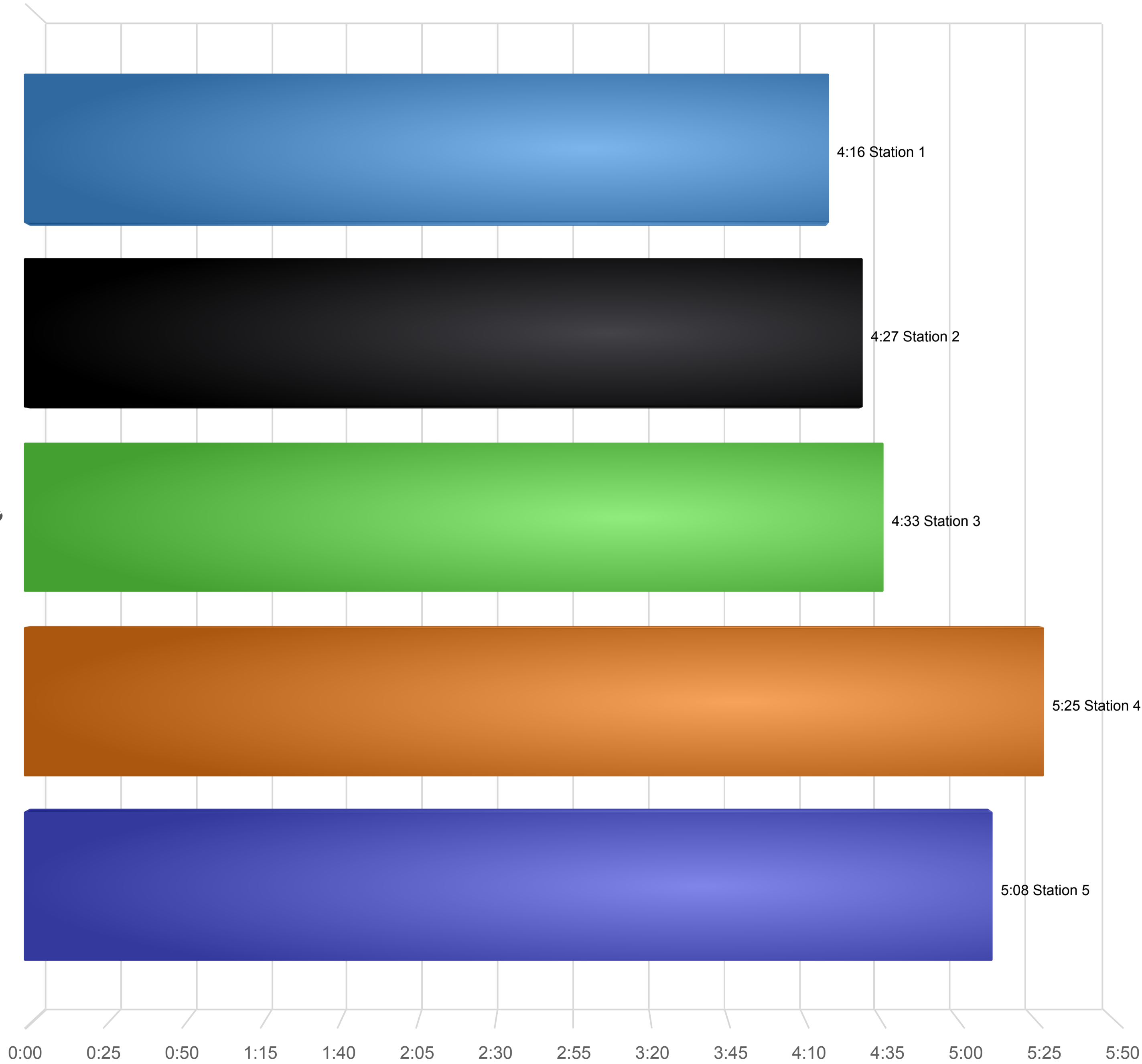


# Average Response Time by Station

01/01/2024-01/31/2024

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

Response Time



Total of Station: 4:36



# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Staff Hours by Incident Type

**Report Period: 01/01/24 - 01/31/24 23:59:59**

Incident Type	Hours
311 Medical assist, assist EMS crew	148.71
111 Building fire	128.04
731 Sprinkler activation due to malfunction	102.40
322 Motor vehicle accident with injuries	54.43
324 Motor vehicle accident with no injuries.	37.90
745 Alarm system activation, no fire - unintentional	32.41
743 Smoke detector activation, no fire - unintentional	28.48
114 Chimney or flue fire, confined to chimney or flue	23.83
735 Alarm system sounded due to malfunction	21.86
424 Carbon monoxide incident	19.62
611 Dispatched & canceled en route	10.94
651 Smoke scare, odor of smoke	9.87
113 Cooking fire, confined to container	9.58
412 Gas leak (natural gas or LPG)	6.22
622 No incident found on arrival at dispatch address	6.13
600 Good intent call, other	6.13
734 Heat detector activation due to malfunction	6.02
411 Gasoline or other flammable liquid spill	5.67
500 Service Call, other	5.57
143 Grass fire	4.37
132 Road freight or transport vehicle fire	4.15
352 Extrication of victim(s) from vehicle	3.97
300 Rescue, EMS incident, other	3.95
714 Central station, malicious false alarm	3.93

<b>Incident Type</b>	<b>Hours</b>
522 Water or steam leak	3.77
733 Smoke detector activation due to malfunction	3.48
444 Power line down	3.27
553 Public service	3.10
151 Outside rubbish, trash or waste fire	3.00
744 Detector activation, no fire - unintentional	2.92
131 Passenger vehicle fire	2.88
323 Motor vehicle/pedestrian accident (MV Ped)	2.27
741 Sprinkler activation, no fire - unintentional	1.97
730 System malfunction, other	1.92
671 HazMat release investigation w/no HazMat	1.85
351 Extrication of victim(s) from building/structure	1.45
353 Removal of victim(s) from stalled elevator	1.40
715 Local alarm system, malicious false alarm	1.27
445 Arcing, shorted electrical equipment	1.10
400 Hazardous condition, other	0.75
142 Brush or brush-and-grass mixture fire	0.70
551 Assist police or other governmental agency	0.65

<b>Total</b>	<b>721.93</b>
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# Dalton Fire Department

404 School Street, Dalton, GA 30720

Phone: 706-278-7363

## Injuries and Property Loss

(Dates: 01/01/24 - 01/31/24 23:59:59)

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
111	Building fire	7	2.17%	0	0	0.00%	1	100.00 %	0	0.00%	0	0.00%	93,400	96.89%	27,100	100.00 %	120,500	97.57%
113	Cooking fire, confined to container	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
114	Chimney or flue fire, confined to chimney or flue	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
131	Passenger vehicle fire	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	3,000	3.11%	0	0.00%	3,000	2.43%
132	Road freight or transport vehicle fire	0	0.00%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
142	Brush or brush-and-grass mixture fire	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
143	Grass fire	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
151	Outside rubbish, trash or waste fire	3	0.93%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
300	Rescue, EMS incident, other	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
311	Medical assist, assist EMS crew	163	50.46%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
322	Motor vehicle accident with injuries	18	5.57%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
323	Motor vehicle/pedestrian accident (MV Ped)	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
324	Motor vehicle accident with no injuries.	3	0.93%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
351	Extrication of victim(s) from building/structure	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
352	Extrication of victim(s) from vehicle	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
353	Removal of victim(s) from stalled elevator	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
400	Hazardous condition, other	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
411	Gasoline or other flammable liquid spill	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
412	Gas leak (natural gas or LPG)	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
424	Carbon monoxide incident	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
444	Power line down	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
445	Arcing, shorted electrical equipment	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
500	Service Call, other	7	2.17%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
522	Water or steam leak	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
551	Assist police or other governmental agency	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
553	Public service	3	0.93%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
600	Good intent call, other	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
611	Dispatched & canceled en route	28	8.67%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
622	No incident found on arrival at dispatch address	6	1.86%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
651	Smoke scare, odor of smoke	4	1.24%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
671	HazMat release investigation w/no HazMat	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
714	Central station, malicious false alarm	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
715	Local alarm system, malicious false alarm	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%

CODE	DESCRIPTOR	FREQ	FREQ %	EXPs	CIV DTHS	CIV DTHS	CIV INJ	CIV INJS	FF DTHS	FF DTHS	FF INJ	FF INJS	PROP LOSS	PROP LOSS	CONT LOSS	CONT LOSS	TOTAL LOSS	TOTAL LOSS %
730	System malfunction, other	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
731	Sprinkler activation due to malfunction	19	5.88%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
733	Smoke detector activation due to malfunction	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
734	Heat detector activation due to malfunction	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
735	Alarm system sounded due to malfunction	7	2.17%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
741	Sprinkler activation, no fire - unintentional	2	0.62%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
743	Smoke detector activation, no fire - unintentional	9	2.79%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
744	Detector activation, no fire - unintentional	1	0.31%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
745	Alarm system activation, no fire - unintentional	12	3.72%	0	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%	0	0.00%
<b>Totals</b>		323	100%	0	0	100%	1	100%	0	100%	0	100%	96,400	100%	27,100	100%	123,500	100%
<b>Mutual Aid Given Incidents</b>		17																

# **Training Division Monthly Report**

## **January 2024**

### **Overview**

The Training Division coordinated the final live burn evolutions at the Keith Street acquired structures. DFD's in-house aerial apparatus operator course was delivered to 5 new apparatus operator candidates. C-shift special operations team members completed scenario-based evolutions involving patients being stuck in unusual situations requiring extrication. Annual CPR/AED recertification training was completed for all personnel. Monthly training included territory familiarization, core competency check-offs, special operations training, and company level drills chosen by company officers. Training hours during the month of January totaled 2,436.

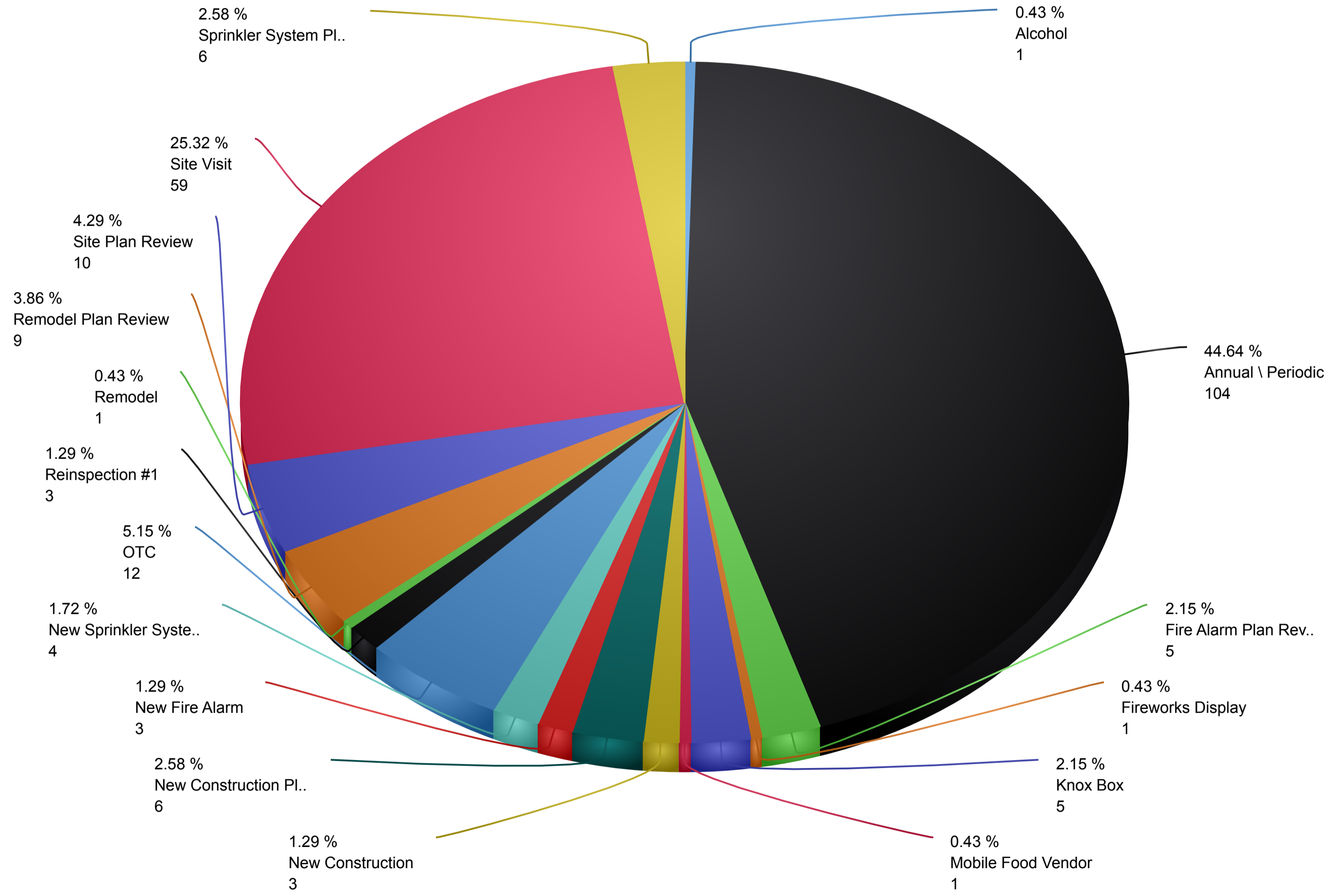
### **Outside Schools**

5 apparatus operator candidates completed the department's aerial apparatus operator course and gained National Board on Fire Service Professional Qualifications (NPQ) certification as aerial apparatus operators.

# Inspection Visit History by Inspection Type

01/01/2024-01/31/2024

- Alcohol
- Annual \ Periodic
- Fire Alarm Plan Review
- Fireworks Display
- Knox Box
- Mobile Food Vendor
- New Construction
- New Construction Plan Review
- New Fire Alarm
- New Sprinkler System
- OTC
- Reinspection #1
- Remodel
- Remodel Plan Review
- Site Plan Review
- Site Visit
- Sprinkler System Plan Review



Total of Inspection Type: 233

YEAR-TO-DATE BUDGET REPORT

01/31/2024

FOR 2024 01			ORIGINAL	TRANFRS/	REVISED		AVAILABLE	PCT	
ACCOUNTS FOR:	GENERAL FUND - OPERATING	APPROP	ADJSTMTS	BUDGET	YTD EXPENDED	ENCUMBRANCES	BUDGET	USED	
350000	511100	WAGES REG	6,607,000	0	6,607,000	343,727.38	.00	6,263,272.62	5.2%
350000	511300	WAGES - OT	561,000	0	561,000	18,194.04	.00	542,805.96	3.2%
350000	512100	GROUP INS	1,014,000	0	1,014,000	80,522.46	.00	933,477.54	7.9%
350000	512200	FICA & MED	551,000	0	551,000	37,929.73	.00	513,070.27	6.9%
350000	512401	RETDCP	469,000	0	469,000	32,966.82	.00	436,033.18	7.0%
350000	512402	RET DBP	1,070,000	0	1,070,000	70,652.86	.00	999,347.14	6.6%
350000	512403	RET STATE	29,000	0	29,000	2,275.00	.00	26,725.00	7.8%
350000	512700	WORKERS CO	120,000	0	120,000	10,000.00	.00	110,000.00	8.3%
350000	512900	OTHER EMPL	45,000	0	45,000	3,043.63	.00	41,956.37	6.8%
350000	512915	CLEANING A	50,000	0	50,000	.00	.00	50,000.00	.0%
350000	512950	FD CANCER	19,000	0	19,000	16,835.00	.00	2,165.00	88.6%
350000	521200	HAZM PROFESSION	16,000	0	16,000	.00	.00	16,000.00	.0%
350000	521210	LEGAL FEES	5,000	0	5,000	.00	.00	5,000.00	.0%
350000	522140	LAWN CARE	5,000	0	5,000	.00	.00	5,000.00	.0%
350000	522210	BUILD R&M	60,000	0	60,000	3,167.08	4,589.42	52,243.50	12.9%
350000	522220	EQ REPAIRS	24,000	0	24,000	346.06	2,448.07	21,205.87	11.6%
350000	522220	APPA MTN APP	100,000	0	100,000	672.32	5,764.04	93,563.64	6.4%
350000	522320	RENT EQUIP	4,000	0	4,000	222.14	.00	3,777.86	5.6%
350000	523100	INSURANCE	37,000	0	37,000	910.00	.00	36,090.00	2.5%
350000	523200	COMMUNICAT	37,000	0	37,000	2,054.49	.00	34,945.51	5.6%
350000	523500	TRAVEL	20,000	0	20,000	.00	.00	20,000.00	.0%
350000	523600	DUES	5,000	0	5,000	.00	.00	5,000.00	.0%
350000	523630	RADIO SUBC	12,000	0	12,000	.00	.00	12,000.00	.0%
350000	523640	VEHICLE IM	1,000	0	1,000	.00	.00	1,000.00	.0%
350000	523700	TRAINING	28,000	0	28,000	77.75	.00	27,922.25	.3%
350000	523900	OTHER PUR	0	0	0	51.95	.00	-51.95	100.0%
350000	523920	SOFT LIC	19,000	0	19,000	3,686.00	2,463.58	12,850.42	32.4%
350000	531100	SUP GENERA	25,000	0	25,000	396.42	.00	24,603.58	1.6%
350000	531110	SUP OFFICE	4,000	0	4,000	.00	.00	4,000.00	.0%
350000	531120	UNIFORMS	150,000	0	150,000	423.99	2,857.00	146,719.01	2.2%
350000	531150	SUP GROUND	3,000	0	3,000	.00	.00	3,000.00	.0%
350000	531200	UTILITIES	145,000	0	145,000	12,736.50	.00	132,263.50	8.8%
350000	531250	OIL	6,000	0	6,000	.00	.00	6,000.00	.0%
350000	531270	GASOLINE	17,000	0	17,000	.00	.00	17,000.00	.0%
350000	531275	DIESEL	63,000	0	63,000	.00	.00	63,000.00	.0%
350000	531300	MEALS FOOD	2,000	0	2,000	.00	.00	2,000.00	.0%
350000	531600	SMALL EQUI	30,000	0	30,000	.00	.00	30,000.00	.0%
350000	531700	OTHER SUPP	15,000	0	15,000	9.50	232.75	14,757.75	1.6%
350000	531700	HAZM OTHER SUPP	12,000	0	12,000	.00	180.17	11,819.83	1.5%
350000	531700	SAFET OTHER SUPP	5,000	0	5,000	.00	.00	5,000.00	.0%
350000	542500	OTHER EQUI	4,000	0	4,000	.00	.00	4,000.00	.0%
TOTAL GENERAL FUND - OPERATING			11,389,000	0	11,389,000	640,901.12	18,535.03	10,729,563.85	5.8%
TOTAL EXPENSES			11,389,000	0	11,389,000	640,901.12	18,535.03	10,729,563.85	

# DALTON FIRE DEPARTMENT

## Standard Operating Guideline

**S.O.G.:** FO-13  
**Effective:** 09-30-2013  
**Revised:** 12-19-2017  
**Reviewed:** 02/27/2024

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

\_\_\_\_\_  
DATE

**Title:** Rapid Intervention Teams/Crews (RIT/RIC)

**Reference:** NFPA 1407, Standard for Training Fire Service Rapid Intervention Crews, current edition

NFPA 1500, Standard on Fire Department Occupational Safety and Health Program, current edition

NFPA 1710, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Career Fire Departments, current edition

OSHA 29 CFR 1910.134(g)(4), Personal Protective Equipment; Respiratory Protection

**Scope:** All personnel

**Purpose:** Operations at hazardous incidents require a backup team to be in place at the incident site. This team's responsibility is to be available to rescue any responders in need of aid at the incident should that need arise.

### Procedure:

The Rapid Intervention Team (RIT) shall be assigned as soon as possible on any incident where personnel are operating in a hazardous area. If the incident covers a large geographic area, more than one RIT may be required.

The initial stages of an incident shall encompass the tasks undertaken by the first arriving companies with only one entry team assigned or operating in the hazardous area.

During these initial stages, the rapid intervention crew(s) shall be either:

- (a) On-scene members designated and dedicated as rapid intervention crew(s).
- (b) On-scene personnel performing command or safety functions but ready to re-deploy to perform rapid intervention crew functions.



The initial RIT shall consist of a minimum of two fully equipped members with the necessary rescue tools. These tools may include forcible entry tools, search ropes, thermal imaging camera, cribbing, spare air packs, saws, etc. and should be tailored to occupancy and construction type. The RIT will report directly to the Incident Commander.

When a second entry team is assigned or operating in the hazardous area, the incident shall no longer be considered in the initial stages and at least one company of a minimum of three personnel shall be assigned as RIT.

The RIT Leader shall perform a 360-degree size-up of the structure to identify the structural layout, operating areas, potential hazards, and possible means of access and egress. Additional 360s shall be conducted throughout the incident to monitor for changing conditions.

The RIT shall monitor tactical radio channels to maintain contact with command and have an accurate understanding of operations and changing conditions. The RIT may perform exterior support functions (e.g., secure utilities, throw ladders for egress, etc.) but must remain prepared to deploy and perform RIT duties.

The IC shall evaluate the situation and the risks to operating crews and shall provide one or more RITs based on the needs of the situation (e.g., large commercial occupancy, health care facility, etc.). Nothing in this guideline is meant to preclude firefighters from performing rescue activities before an entire team has been assembled if there are fewer than three team members available and an individual inside the burning structure must be rescued immediately.

Whenever personnel are operating in positions or performing functions (including special operations) that would subject them to immediate danger, at least one rapid intervention crew shall be standing by with equipment to provide assistance or rescue.

Termination of RIT shall be at the discretion of the Incident Commander.

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** GP- 12

**Effective:** 06/27/2017

**Revised:** 01/25/2022

**Reviewed:** 02/27/2024

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

\_\_\_\_\_  
DATE

**Title:** On Duty Injury / Workers' Compensation Procedures

**Scope:** All Personnel

### Policy:

While you are actively at work, you are covered (with limited exceptions) under the city's workers compensation policy. This policy is designed to cover you should you become injured on the job. If you should become injured in any way, report the injury to your supervisor as soon as possible, but no longer than 24 hours after the occurrence.

Personnel should refer to the Georgia State Board of Workers' Compensation Official Notice posted in all locations for a list of approved physicians.

### PROCEDURE:

#### Responsibilities of the injured employee:

##### Immediate advanced treatment required:

- If needed, contact 911 for an ambulance.
- Notify your supervisor immediately.
- Complete Georgia State Board of Workers' Compensation form WC-1 and submit to your supervisor as soon as possible after the injury. All injuries must be reported within 24 hours. If the employee is unable to complete the form due to the injury, the supervisor shall complete the form.
- See addendum in DFD documents.

##### Advanced treatment is not immediately required:

- Notify your supervisor immediately.
- Treat the injury.
- Complete the Georgia State Board of Workers' Compensation form WC-1 and submit to your supervisor as soon as possible after the injury. All injuries must

be reported within 24 hours. If the employee is unable to complete the form due to the injury, the supervisor shall complete the form.

- If medical treatment is needed at a later date, contact administration for further assistance.

### **Responsibilities of the Supervisor:**

#### **Immediate advanced treatment required:**

- Evaluate and provide first aid.
- Notify 911 for an ambulance if necessary.
- Notify the Shift Commander of the injury.
- Complete the Georgia State Board of Workers' Compensation form WC-1 (if not done so by the employee) and submit to GMA Workers' Compensation Self-Insurance Fund (GMA WCSIF) within 24 hours of the incident.  
Submitting new claims can be completed using the following options:
  - Corvel Reporting Line 1800-685-4267 option 2
  - Email: fno\_fax@corvel.com
  - Fax: 1-866-777-1668
- Submit the Georgia State Board of Workers' Compensation form WC-1 to administration
- See addendum in DFD documents

#### **Advanced treatment is not immediately required:**

- Treat the injury.
- Ensure the Georgia State Board of Workers' Compensation form WC-1 has been completed and submitted to GMA Workers' Compensation Self-Insurance Fund (GMA WCSIF) within 24 hours of the incident.
- If NONE is checked under the Initial Treatment given by the employee, submit new claim as File Only-No Medical Treatment given in the subject line and email to the following:
  - Email: fno\_fax@corvel.com
- Submit the Georgia State Board of Workers' Compensation form WC-1 to administration.
- Notify the Shift Commander.

### **Follow Up Physician and Rehabilitation**

- It is the responsibility of the employee to schedule follow up and rehabilitation appointments. Do not pay for any treatment with your health insurance when being treated for a workers compensation claim.

# DALTON FIRE DEPARTMENT

## Standard Operating Procedure

**S.O.P.:** T-3  
**Effective:** 07/25/2017  
**Revised:**  
**Reviewed:** 02/27/2024

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

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

**Title:** Safety on the Training Ground

**Scope:** All personnel

### **Policy:**

All 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 1500, *Standard on Fire Department Occupational Safety and Health Program*
- O.C.G.A. 205-1-3, Minimum Requirements for Firefighters Operating in the State of Georgia

All live fire training evolutions shall be conducted in accordance with Dalton Fire Department SOP T-2.

Helmet shall be worn at all times when working near charged hose lines, aerial or ground ladders, rope work, etc.

Eye protection shall be worn when conducting cutting/breaking/breaching operations with hand tools, saws, or torches.

It will be the responsibility of the lead instructor(s) to ensure proper PPE usage for a given training evolution from setup through termination.

Ladders thrown to the burn building that will be utilized for climbing shall be tied off at tip and heel using provided anchors. Ladders used on other structures/props shall be tied off or heeled.

Safety lines and fall protection harnesses shall be utilized in training evolutions where a fall hazard exists (e.g., bailouts, RIT rescues above grade, etc.).

Full PPE and SCBA w /PASS shall be worn during live smoke training or where an IDLH environment is present.

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.