

Written Directive review

<u>Number</u>	<u>Pages</u>	<u>Title/Changes</u>
2.8	1 2	<u>News Media/Public Information</u> The Revision and Re-evaluation dates were changed Section III (B) (2) Wording added
2.17	1	<u>Departmental Inspections</u> The Revision and Re-evaluation dates were changed
3.8	1	<u>Drug Free Workplace Policy and Procedure on Substance Abuse, Contraband Articles and Employee Assistance</u> The Revision and Re-evaluation dates were changed
4.10	1 3 4 5 6 7 8 9 11 12 13 14 15 16	<u>Property and Evidence Policy and Procedure</u> The Revision and Re-evaluation dates were changed Section I – Wording added Section II (D – F) added Section III (C) (1) Wording changed (F) Wording changed Section IV (1) Wording changed (2) (a) (b), Wording added (3) Wording changed (B) (1, 3,4) Wording changed (C) (1,2) Wording changed, (3) deleted Section V (B) (2, 3) Wording changed (e) Wording changed. Section VI (2) (a) (c4) Wording changed (B) (1, 2) Wording changed Section VII (A, B, C) Wording changed Section VIII (A, C) Wording changed (2, 3, 4) (B1) Wording changed (C1) Wording changed Section X (A – E) Wording changed (F) Wording deleted/added (B2) Wording changed (E1) Wording changed (F1) Wording changed (F2) Wording deleted/added XII Wording changed XIII (C – E) Wording changed
4.11	1	<u>Transporting Prisoners/ Inmate Work Crews</u> The Revision and Re-evaluation dates were changed
4.12	1	<u>Report Writing</u> The Revision and Re-evaluation dates were changed
4.13	1	<u>Traffic Enforcement and Direction</u> The Revision and Re-evaluation dates were changed

5.2		<u>Less Lethal Weapons</u>
	1	The Revision and Re-evaluation dates were changed
5.3		<u>Electronic Control Devices</u>
	1	The Revision and Re-evaluation dates were changed
6.3		<u>All Hazard Plan</u>
	1	The Revision and Re-evaluation dates were changed
	5	Section VI – Wording changed
	16	Section XVIII corrected
	17	B (1) Wording changed
	18	4 – Word deleted

DALTON POLICE DEPARTMENT

		<i>Effective Date</i> May 1, 1998	<i>Number</i> GO88-2.8
<i>Subject</i> News Media / Public Information			
<i>Reference</i> GA Code Ann. 16-6-23; 50-18-72		<i>Revised</i> March 27, 2018 <u>April 23, 2019</u>	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> March 2020 <u>2021</u>	<i>No. Pages</i> 6	

I. Policy

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

II. Public Records

- A. Except for the restrictions cited in this policy, miscellaneous incident, arrest, and other criminal incident information on file of a routine nature are considered to be in the public domain and will be made equally available to all news media representatives.
- B. Special news releases that concern a recent event, arrest, or crime will be available to all news representatives.

III. Procedures

- A. Duties of the Public Relations Specialist.
 - 1. Distribute information to the media and employees within the agency following Dalton Police Department policies and procedures;
 - 2. Be available for on-call response to the media;
 - 3. Inform the media of major public events requiring an extended presence of Departmental personnel;
 - 4. Assist the media with covering routine stories and at the scenes of incidents;
 - 5. Coordinate release of authorized information concerning confidential investigations and operations.

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6. Coordinate and authorize the release of information about victims, witnesses, and suspects;
7. Develop positive working relationships with local media representatives by:
 - a. Establishing working guidelines;
 - b. Determining local media deadlines and help media representatives meet their deadlines; and
 - c. Preparing and distributing periodic news releases.
8. Arrange and coordinate press conference when needed.
9. Develop video and photographic records of the Department's activities.
10. Maintain 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 the agency "speak with one voice" in providing accurate and consistent information. Employees should:
 - a. Direct media representatives to the Public Relations Specialist, lead investigating Officer, Incident Commander, or shift Supervisor when asked details regarding a collision, crime, or other incident;
 - b. Assist news personnel as directed by the Public Relations Specialist in covering routine stories, and at collision and incident scenes;
 - c. Not say, "no comment";
 - d. Not speculate about liability issues or causation; and
 - e. Use secure communications methods for transmitting sensitive information.
2. Ranking Officers at crime or incident scenes may release [or approve the release of](#) factual information of a general nature to the media, as governed by this or other policies (i.e. death notifications, juveniles, [road closures](#), etc.), or if given prior approval by the Public Relations Specialist [or Chief of Police](#).

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.

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DALTON POLICE DEPARTMENT

		Effective Date	July 22, 2003	Number	GO03-2.17
Subject Departmental Inspections					
Reference				Revised	
				March 28, 2017 <u>April 23, 2019</u>	
Distribution		Re-evaluation Date		No. Pages	
All Personnel		March 28, 2019 <u>March 2021</u>		3	

I. Policy

Inspections of the Department shall be conducted on a regular basis to ensure that the Department is operating efficiently and in compliance with established professional standards, and to promote the Dalton Police Department mission, maintain standards of ethical behavior, and ensure that critical services provided by the Agency meet community expectations. Inspections enable the Department to assess its ability to perform its mission, and provide the necessary information to plan for improvements.

II. Definitions

- A. *Line Inspection* - The process by which any Supervisor can review and observe an employee's activity to ensure the proper compliance with Departmental procedures, rules, and regulations. These inspections are not limited to persons, but also include all facility components used by the Department.
- B. *Staff Inspection* - An in-depth examination of a specific operational, administrative, or facility component of the Department.
- C. *Facility Components* - The physical structure of the Police Services Center and all Department owned equipment and furnishings.

III. Line Inspections

- A. All Department Supervisors are responsible for inspecting the general condition of personnel and facility components on a daily basis.
 - 1. Supervisors shall conduct inspections by observing assigned personnel during the Supervisor's scheduled work period. He / she shall ensure that the agency uniform, civilian attire, and appearance standards are maintained. As necessary, the Supervisor will take corrective actions.
 - 2. Supervisors will also observe their assigned facilities and office areas to ensure overall cleanliness, order, and the presence of necessary equipment and supplies. As necessary, the Supervisor will take corrective actions.

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> August 1, 1998	<i>Number</i> GO97-3.8
<i>Subject</i> Drug Free Workplace Policy and Procedure on Substance Abuse, Contraband Articles and Employee Assistance			
<i>Reference</i> O.C.G.A., Title 33, Chapter 9, Section		<i>Revised</i> March 28, 2017 <u>April 23, 2019</u>	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> March 28, 2019 <u>March 2021</u>	<i>No. Pages</i> 22	

I. Policy

The City of Dalton Police Department maintains a "Zero Tolerance Policy" toward drug or alcohol use or possession of any prohibited substance as defined in this policy.

II. Definition

A. "CITY and DEPARTMENT"

1. The term "City" as used in this policy shall mean the City of Dalton, Georgia, its departments, bureaus, or other management subdivisions, its directors, managers, supervisors, elected and appointed officials, and agents acting in its behalf.
2. The term "Department" means the City of Dalton Police Department, its Chief, superior officers, managers, supervisors and employees, including both sworn and non-sworn officers and civilian employees.

B. "CITY PREMISES"

The term "City premises" as used in this policy includes: all property, facilities, land, platforms, buildings, surfaces, fixtures, installations, parking lots, automobiles, and any other vehicle, whether owned leased or used by the City, or its departments, divisions, officers, managers, supervisors, employees, or other agents. This definition also includes locations other than the City's administration buildings or departmental headquarters, police stations, or departmental offices or premises including all locations where City employees are performing their public job functions, all locations of City-sponsored recreational, social, or educational events, and any place where such a City employee is located while traveling to or from such locations in the course and scope of his duties on behalf of the City, including when the employee is in the employee's own vehicle while the vehicle is being used on City business, or when the vehicle is parked on City property.

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DALTON POLICE DEPARTMENT

		Effective Date May 1, 1998	Number GO88-4.10
Subject Property and Evidence Policy and Procedure			
Reference		Revised July 24, 2018 <u>April 23, 2019</u>	
Distribution All Personnel	Re-evaluation Date July 2020 <u>April 2021</u>		No. Pages 21

I. Policy

It is the policy of the Dalton Police Department to receive, maintain, and dispose of evidence, found property, and recovered property in a lawful and ethical manner and to be accountable for same.

It is the policy of the Dalton Police Department to require that all property acquired through the civil process function or asset forfeiture proceedings is accounted for in agency records and is disposed of as required by law.

To this end, this directive lists the types of and criteria for property and evidence storage areas; establishes a Property and Evidence Unit, staffed by Property and Evidence **Custodian Technician**(s) (**PEG-PET**) with enumerated duties and responsibilities; establishes procedures for the receipt, deposit, maintenance, and disposal of property and evidence; establishes record keeping requirements; and provides for inspections, audits, and inventories.

II. Definitions

- A. *Evidence* - Property which may be related to a crime or which may implicate or clear a person of a criminal charge.
- B. *Found Property* - Non-evidentiary property, which, after coming into the custody of the Department, has been determined to be lost or abandoned and is not known or suspected to be connected with any criminal offense.
- C. *Recovered Property* - Non-evidentiary property that is in the custody of the Department for temporary protection on behalf of the owner, property checked in for disposal, and property under observation or awaiting further action.
- D. Audit – A sampling of the total amount of high risk (e.g., money, precious metals, jewelry, firearms, and drugs) property records under the agency's care must be reviewed with respect to documentation and accountability.
- E. Inventory – A 100% accountability of all high risk items and additional sampling of items in general storage. An inventory shall be conducted if the audit exceeds a 4% error rate.
- F. Inspection – An inspection is conducted to determine that the property room is being maintained in a clean and orderly fashion, that the integrity of the property is being

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maintained, that provisions of agency orders or other directives concerning the property management system are being followed, that property is being protected from damage or deterioration, that proper accountability procedures are being maintained, and that property having no further evidentiary value is being disposed of properly. The inspection can be an inspection of cleanliness, orderliness and tracing a few pieces of property and evidence to assure they are in the proper place as stated in the area's records.

III. Property and Evidence Storage Area

A. Limited Access Property Room

1. The property room is located on the second floor of the Police Services Center.
2. The property room includes:
 - a. Shelving and bins constructed to facilitate orderly storage of items within each area clearly marked with a letter or number, or a combination of both to readily locate specific items. The appropriate location number will be noted on all the various property records.
 - b. Special racks, lockers, and safes constructed to hold rifles, shotguns, and handguns, to safeguard narcotics, cash, and other small valuable items that need added protection.
 - c. A refrigerator / freezer to house small amounts of perishables and to preserve evidence.
 - d. A separate area designated for storage of Department equipment, supplies, uniforms, etc.
 - e. An office area for the storage of the various records kept by the Property Section.
3. All property and evidence, with the exception of automobiles, very large items, flammables, and explosives are stored in this area.

B. Storage Area for Large Items

1. The storage area for large items is located in the northwest corner of the building in a fenced area.
2. This is a fenced in area with a bicycle rack and other measures to facilitate the storage of large items.
3. Large items and bicycles are stored in this location, i.e., washers and dryers, tires, paper racks, etc.

C. Storage Area for Flammables

1. The storage area for flammables shall be determined on a case-by-case basis after a consultation between the city fire marshal and the ~~PEG~~PET.
2. Flammables and explosives shall be maintained under strict safety guidelines as prescribed by the city fire marshal.
3. The type of explosives and flammables stored shall be contingent upon what the explosive and / or flammable is composed of. No storage shall be accomplished without a consultation with the city fire marshal and / or the Dalton Fire Department.

D. Storage Area for Vehicles

Tow Service Companies - Vehicles shall be towed by tow service companies to their place of business unless the Officer feels that evidence might be destroyed, in which case the vehicle shall be towed to the impound lot.

Towing and Storage Fees - All towing fees incurred by the Department as a result of the towing of vehicles shall be charged and received from all owners of said vehicles before being released.

E. Temporary Storage Areas

1. Temporary storage areas are located adjacent to the property room.
2. Temporary storage lockers are designed for Officers to place property in during night hours and weekends when the property control room is closed.

The lockers are of various sizes to accommodate different shapes and sizes of evidence or property.
3. Any evidence, found, or recovered property shall be placed in the temporary storage lockers.

F. Other Storage Areas

If for any reason none of the aforementioned storage facilities are satisfactory for the item(s) needing to be secured, the ~~PEG~~PET will make arrangements for other storage. In the ~~PEG's~~PET's absence, a watch Supervisor shall make the determination.

IV. Security of Property Storage Areas

A. Entry to Property Storage Areas

1. Except as provided in this directive, entry to any evidence / property storage area shall only be made under the supervision of the ~~property and evidence custodian~~ technician PET.

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2. In the absence of the ~~custodian technician~~ PET, the storage areas may be entered only when the following conditions are met:
 - a. The evidence / property cannot be secured in any of the temporary storage areas (i.e. P&E Locker).
 - b. The entry is logged pursuant to guidelines for the property storage area log. Such notations shall include the name of the person substituting for the PET and inclusive dates that the substitute was in possession of the keys.
3. All storage areas shall be adequately secured during all non-business hours whenever the ~~PEG~~ PET is absent.

B. Property Storage Area Keys

Only the following keys to the property storage area are authorized:

1. One complete set of keys to the limited access property room, storage area for large items, and temporary storage areas shall be assigned to each of the ~~property and evidence custodians technicians~~ PETs.
2. A key to the storage area for large items is issued to all Supervisors.

Whenever this key is used, an entry shall be made on the log provided as to the date, time, and reason for using the key.
3. Duplication or possession of keys to the property storage areas or temporary storage lockers shall be made by the ~~PEG~~ PET or with permission by the Chief of Police.
4. Whenever the ~~PEG~~ PET leaves the position or is reassigned, all locks to the property storage areas shall be re-keyed, and the intrusion alarm codes changed.

C. Property Storage Area Log

A log shall be maintained to note entry into storage areas. Notations shall be made in the log to document:

1. Any entry of anyone into the storage areas besides the ~~PEG~~ PET.
2. Any entry to the storage areas in the absence of the ~~PEG~~ PET. Notations shall include date, time, circumstance, justification for entry and the name of employee(s) and Supervisor(s) that entered.
- ~~3. Relief of the property control Officer due to vacation, illness, etc.~~

Such notations shall include the name of the person substituting for the ~~PEG~~ PET and inclusive dates that the substitute was in possession of the keys.

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V. Property and Evidence Section Custodian

A. Property and Evidence Section

1. Section Established

The Property and Evidence Section is established to provide for the systematic and efficient processing of all evidence, found and recovered property taken into custody by the Dalton Police Department.

2. Organizational Placement

The Property and Evidence Section is under the command of the Support Services Commander.

3. Staffing

The Property and Evidence Section shall be staffed by at least one full-time person who may or may not be a sworn Police Officer.

B. Property and Evidence ~~Custodian~~ Technician

1. Position Established

A full-time person shall be on duty to handle the day-to-day activities of the Property and Evidence Section.

2. Chain of Command

The ~~property and evidence custodian technician~~ PET is functionally supervised by the Support Services Commander, or his / her designee.

3. Duties and Responsibilities

a. The ~~PEC~~ PET is authorized and designated by the Chief of Police to be in charge of all elements of property management, insure that all records are correct and in order, and to maintain accurate inventory and disposition records of all property.

b. The ~~PEC~~ PET shall be responsible to see that access to the property room, large items storage area, and any temporary storage areas for property is limited and controlled for security and chain of possession purposes.

c. The ~~PEC~~ PET shall note on the property record / receipt and the property tag the storage location for each item of property placed in the property room or large items area. Copies of record / receipts are to be distributed as necessary for receipt, investigation, or other purposes.

d. The ~~property and evidence custodian technician~~ PET shall maintain a control register showing date of receipt, disposition, and description

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of the various categories of property. This shall be accomplished by a computer program.

- e. A detailed description of the ~~property and evidence custodian's technician's~~ PET's duties are enumerated in the property and evidence ~~custodian-technician~~ job description.

VI. **Procedures for Initial Receipt and Deposit of Property**

A. Duties of Officer / Employee taking Property into Custody

1. The Officer or employee shall, in every instance, place all property obtained during the shift or duty period into the property control system prior to going off duty. In no instance shall any evidence or property be placed or stored in a personal locker or elsewhere.
2. The Officer or employee coming into possession of property shall prepare a Property Record / Receipt form (Appendix C) describing the property.
 - a. The Officer or employee shall submit the property record / receipt with the property item to the ~~PEG~~ PET.
 - b. Except for items that are placed in a marked and sealed evidence container, the Officer / employee shall prepare a Dalton Police Department property tag (red - evidence; green - recovered; white - found) and attach same to property item(s). Each item of evidence / property received shall be placed in a separate evidence container and be given a corresponding number to the evidence / property receipt form. When the owner of the property / evidence is unknown, it may then be placed in one bag and so marked.
 - c. The exception to this procedure will be during undercover drug operations. Whenever any member of the Drug Unit determines that it would be detrimental to an ongoing drug investigation to reveal the name of any suspect outside of the Drug Unit, the following procedure will be observed:
 - (1) Evidence will be placed in an evidence envelope with all pertinent information listed on it.
 - (2) The completed envelope will then be placed in a plain envelope with only an intelligence file number written on it.
 - (3) The plain envelope will then be sealed with tamper resistant tape and turned over to the Property and Evidence Section.
 - (4) The ~~PEG~~ PET will then record the evidence and enter it into the system.

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- (5) The Drug Unit Supervisor shall be responsible for the transportation to the crime lab of any evidence handled in this manner.
3. The Officer / employee shall make appropriate inquiries to GCIC regarding serialized or identifiable items of property to determine if the property has been reported stolen and attach results to the Property and Evidence Report.
4. The Officer / employee shall complete an incident report describing in detail the circumstances by which the property and / or evidence came into their possession.

B. Special Handling Procedures

1. When the ~~PEC~~-PET is on duty, the Officer / employee shall deliver property taken into custody to the ~~custodian~~-technician.
2. When the ~~PEC~~-PET is off duty, the Officer / employee shall place:
 - a. Small-sized property items, tagged or bagged, with the property / record receipt form, in a temporary storage property locker.
 - b. Large-sized items in the storage area for large-sized items, i.e., bicycles, tires, etc. The key to the storage area for large items shall be obtained by a Supervisor as set forth in Section IV B, 2 of this directive.

3. Items Requiring Special Handling

- a. Firearms shall be unloaded by the Officer before entering the Property Section. If the firearm cannot be unloaded due to a malfunction or unfamiliarity with the firearm, the Officer shall attach a note describing the malfunction and give a warning that the firearm has not been unloaded before depositing same with the Property Section.

Ammunition shall be packaged separately from any firearms, and shall be entered into the Property Section as a separate item.

- b. Flammables and explosives shall not be brought to the Property Section until the fire marshal or Fire Department has been consulted to determine the proper procedure for storage.
- c. Perishable items or evidence in need of freezing or refrigeration shall be kept in the refrigerator / freezer in the property room.
- d. Items that may contain infectious diseases should be handled in accordance with directive GO89-4.20, Blood Borne Pathogens & Other Infectious Diseases.

VII. Initial Processing of Property by the Property and Evidence Custodian

- A. Property that has been taken into police custody that has been properly packaged, tagged, and accompanied by a properly completed record / receipt will be accepted by the ~~PEG~~-PET personally from the Officer or in his / her absence from a temporary storage locker.
- B. Each duty day, except under special circumstances, the ~~property and evidence custodian technician~~-PET will remove all property from the temporary storage lockers, check all paperwork for errors and completion, and if found to be proper, accept the property into the system. On days when audit/inventory is being performed, lockers and paperwork will be completed the next business day.
- C. Upon acceptance of the property, the ~~PEG~~-PET will place his / her signature on the record / receipt form, and retain for accountability and record purposes.
- D. All property that has been taken in shall be assigned a specific location and the location number (bin, wall, aisle, row, etc.) shall be placed beside the listed items on the property record/receipt form, on any property tags, and shall be recorded in the control register.
- E. A systematic storage procedure shall be established to segregate evidence and found and recovered property. Narcotics, firearms, and other valuables (cash, jewelry, etc.) are to be further segregated and placed in a separate security area. Appropriately sized boxes, bags, and containers will be used to store property in a neat and orderly fashion so as to make use of all space available in order to easily locate items when necessary. Security tape shall be used in all evidence containers or envelopes where narcotics / drugs are contained and where other items of evidence are placed for latent print purposes to be sent to the crime lab. Security tape need not be used for other items of property unless deemed absolutely necessary for its preparation or non-contamination. (GA. Code Ann. 17-5-50)
- F. After storage of property, the original Property Record / Receipt form (Appendix C) shall be filed in the Property Section office.
- G. Open containers (alcoholic beverage, etc.) that pose storage problems, when it is difficult or even impossible to seal to prevent evaporation or spillage and contaminating other property, may be placed in small sterile glass jars with a threaded cap for preservation of a sample of the substance. The remainder will be destroyed.
- H. Perishable items of quantity will not be stored but will be photographed and returned to the owner. Small amounts of perishables, including blood samples, etc. will be stored in proper and separate containers in the refrigerator / freezer.
- I. Victim's property, seized as evidence, but necessary to a victim's well-being, occupation, etc., should not be held in custody at an inconvenience to the victim, i.e., hand tools, prosthetic devices or health aids, as well as many personal belongings. These items may be returned when all of the following conditions are met:
 - 1. The item(s) is the victim's property.
 - 2. The item(s) has been seized as evidence.

3. The item(s) is needed by the victim.
4. The district attorney approves the release with a photo.
5. The item(s) can be returned within the uniform Officer's tour of duty and within twenty-four (24) hours by a Detective.

All photographs in these cases will be verified, authenticated and placed in secure property containers as if the actual property were on hand. Detectives may store the photos they make within the appropriate files.

- J. Narcotic and dangerous drug evidence (capsules, pills) should be counted, as well as weighed. Counting should be performed in addition to, not in lieu of, weighing. The package and record / receipt should note the number and weight. Exceptions to weighing the substance are permissible when the substance is officially sealed in tamper-proof protection packaging. An original package found with drugs shall be retained and so marked. Additionally, all containers of narcotics and dangerous drugs should be inspected for tampering and if any is detected it should be immediately brought to the attention of the Officer submitting the drugs and the Officer's immediate Supervisor.

VIII. Movement of Property

- A. Movement of Property to be ~~R~~ecorded on Property Record / Receipt

All movement of property in and out of the property storage area(s) must be recorded, signed out by the ~~property and evidence custodian technician~~ PET and receipted for by an authorized withdrawer. The date, time, and purpose of withdrawal shall be noted on the property record / receipt form corresponding to the number for each item that is numbered.

- B. Property Release Authorization Form

The person who has checked out the property is to be provided a Property Release Authorization form (Appendix A), upon which a description of the property is given, including the incident case number and the property record / receipt item number.

1. When the item(s) is kept by the court, the person who checked out the item(s) is required to return the release authorization form to the Property Section. The returned copy will be attached to the report / receipt form.
2. In instances where a court trial is not concluded in one day, the items that are not kept by the court must be returned to the property room and be checked out again on the next court date.

- C. Submissions to the Georgia Bureau of Investigation (GBI) Crime Lab

1. The ~~PEG~~ PET will submit all evidence to a GBI crime lab. Exception – section VI. (A)(2)(c)(5).

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2. All evidence submitted to a GBI crime lab, will be packaged and transmitted in an orderly fashion, consistent with the requirements of the crime lab. Officers should reference the Property and Evidence Procedure Manual, found in the mail room, if guidance is needed when packaging items for submission to a crime lab. The GBI also maintains an online manual through their Division of Forensic Sciences if additional guidance is needed.
3. All evidence submitted to a GBI crime lab shall be accompanied with a GBI Crime Lab Submission Form. The following information should also be provided when evidence is submitted to a crime lab:
 - a. Name (suspect and / or victim)
 - b. Brief description of contents of packaging
 - c. Location where collected
 - d. Date of incident
 - e. Investigator's name, agency and agency case number
4. When submitting evidence at a GBI crime lab in person, the submission form shall be time / date stamped upon arrival and a copy made. The evidence will then be secured in a lock box at the crime lab.
5. If evidence must be mailed to a GBI crime lab, a copy of the submission form shall be made prior to mailing. If this method of submission is utilized, the evidence shall be sent certified mail.
6. The transfer of custody to a GBI crime lab shall be documented on the back of the Property Record / Receipt form (Appendix C) and in the Department's Records Management System.
7. GBI crime labs provide an electronic report of laboratory findings as standard procedure on all requests for laboratory examination. These reports are made accessible to the Police Department via the Internet.

IX. Disposal of Property

A. Disposal of Property in General

1. Authorized Methods of Disposal
 - a. Return to owner
 - b. Sell / Auction
 - c. Destroy
 - d. Turned over to the Sheriff of Whitfield County or other agencies

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- e. Retained by the Department
 - f. Given to charity
2. No item of property shall be disposed of in any manner until a Property Release Authorization form (Appendix A), a Property / Evidence Release Authorization form (Appendix B), or a Property and Evidence Expired Diary Date Report containing an approving Supervisor's signature and a listing of disposal instructions, has been received by the ~~PEG~~-PET.
- a. Any disposition forms requesting weapons to be returned to owners must be accompanied by a criminal history or verification of citizenship.
 - b. The completed Property Release Authorization form, Property / Evidence Release Authorization form, or Property and Evidence Expired Diary Date Report is to be attached to the Property / Receipt form and then to be filed in the Property Section by class, pending the disposal of each item. Separate file sections are maintained to indicate class of disposition, i.e., return to owner, destroy, or hold for sale. Return to owner, destroy, or hold for sale file is to be maintained by incident / case report number.
3. The ~~PEG~~-PET shall cause to be reviewed, through the use of the computer, the review date to ensure timely release or disposition of property that comes into the custody of the Department. This shall be accomplished on a monthly basis by means of a computer-generated Property and Evidence Expired Diary Date Report for each item of property / evidence, which has a review date that falls within that month. These forms will be disseminated to the proper employee through their shift Commander / Supervisor and returned to the Property and Evidence Section within twenty-one (21) days of dissemination, with recommendation and signature of approval of shift Commander / Supervisor affixed.
4. The ~~property evidence custodian technician~~-PET shall send a property release notice by letter to the owner, when known, of the location and method by which the property is available for release. A copy of the letter of release notice is placed in the property to be released file and followed up on within the time specified on the notice.
5. The disposition of personal property in the custody of the Department shall be in accordance with OCGA 17-5-54.

B. Return of Property to Owner

1. The person to whom property is released must sign a declaration of ownership. When completed, the release authorization form is to be attached to the original record / receipt form and maintained by the ~~PEG~~-PET. (OCGA 17-5-50). In some instances the owner may not be available (ie deceased, in jail, etc.). In such instances, the Officer shall verify that the property may be released to another person.

RESTRICTED LAW ENFORCEMENT DATA

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2. Property which was found, valued under \$50, and is unclaimed for ninety (90) days by the owner; will be disposed of by sale, converted to Department use, or destroyed. For found property valued over \$50, the same procedure applies, except that the item(s) must be publicized as being found, and if not claimed by owner, the item(s) are to be disposed of as set forth above. No property will be released to any employee for use unless first cleared through the Chief of Police.
3. Property suspected of having been stolen and in possession of a dealer in secondhand sales, upon which a hold has been placed, shall not be disposed of for a period not to exceed ninety (90) days or until the court or investigating Officer authorizes the release.
4. Prior to the release of any ammunition along with a firearm, approval shall be obtained from a Division Commander or their designee. After the applicable paperwork is complete, an Officer shall turn over the ammunition to the owner outside of the Police Services Center.

C. Unclaimed Property

1. The ~~PEC~~-PET shall be thoroughly familiar with the state code / law, county and city ordinances regarding the sale of property that comes into the Department's custody for whatever reason and is unclaimed. (OCGA (44-12-193) through (44-12-194)). The ~~property evidence custodian technician~~-PET shall be responsible for the sale and accountable for any monies gained, less any costs incurred for advertisement, etc., as a result of the sale. Monies are to be deposited in an account as required by the city.
2. Stolen or embezzled property other than cash, negotiables, firearms, or narcotics, not claimed by the owner at the expiration of ninety (90) days after notification that the owner may obtain it, shall be disposed of by law.
3. Found property, which is not returned to owner, and which was found in the course of the Department's regular operations, must be disposed of by law.

D. Forfeiture of Weapons used in Commission of Crime or Illegally Concealed

1. Any device which is used as a weapon in the commission of any crime against any person or any attempt to commit any crime against any person and any weapon for which a person has been convicted of the crime of carrying a concealed weapon as provided for by Code Section 16-11-126, is declared to be contraband and is forfeited. (OCGA 17-5-51)
2. When the final judgment is entered finding a defendant guilty of the commission or attempted commission of a crime against any person, any device which was used as a weapon in the commission of the crime shall be turned over by the person having custody of the device to the sheriff, chief of police, or other executive officer of the law enforcement agency that originally confiscated the weapon or device when the device is no longer needed for evidentiary purposes. If the device used as a weapon in the crime is not the property of the defendant, there shall be no forfeiture of such weapon. (OCGA 17-5-52)

RESTRICTED LAW ENFORCEMENT DATA

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X. Inventories and Audits

- A. The ~~PEG-PET~~ shall maintain a running inventory and listing of all items currently in possession of the Property Section. This can be accomplished with the computer.
- B. Whenever the person responsible for the primary control of the property and evidence function is assigned to and / or transferred from the position, an ~~inventory-audit~~ of property to ensure that records are correct and properly annotated is conducted jointly by the newly designated ~~PEG-PET~~ and a designee of the Chief of Police. All discrepancies should be recorded prior to the assumption of property accountability by the newly appointed ~~custodian technician- PET~~. A written copy of this ~~inventory-audit~~ shall be forwarded to the Chief of Police, the designated certification manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on this ~~inventory-audit~~.
- C. The Support Services Division Commander, or his / her designee, shall perform an ~~inspection-audit~~ of the Property and Evidence function semi-annually to determine adherence to procedures and for the control of property. A written copy of these ~~inspections-audits~~ shall be forwarded to the Chief of Police, the designated accreditation manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on these ~~inspections-audits~~.
- D. An annual ~~inventory-audit~~ of property and evidence held by the Department shall be conducted by a Supervisor not routinely or directly connected with control of the property and evidence function, at the direction of the Support Services Division Commander. A copy of this ~~inventory-audit~~ shall be forwarded to the Chief of Police, the accreditation manager, and the ~~PEG-PET~~. The Division Commander, Chief of Police, accreditation manager, and the ~~PEG-PET~~ will maintain a file of these audits.
- E. At least one unannounced inspection shall be conducted annually of the Property and Evidence Section by the Chief of Police, or his / her designee. This inspection shall be documented and a copy forwarded to the Chief of Police, accreditation manager, and the ~~PEG-PET~~. The Support Services Division Commander, the Chief of Police, accreditation manager, and ~~PEG-PET~~ will maintain a file on these unannounced inspections.
- F. ~~If any items are missing during the inventory, audit, or inspection, If there is more than a 4% error rate during the audit or inspection,~~ a written action plan will be developed by the Support Services Division Commander ~~and an inventory shall take place~~ to correct the deficiency. The plan will be forwarded to the Chief of Police.

XI. Property and Evidence Section Forms Completion

- A. Property Record / Receipt
 - 1. Purpose

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The Property Record / Receipt form (Appendix C) is used to record evidence, recovered property, and found property that comes into the custody of the Dalton Police Department.

2. Origin

The Property Record / Receipt form originates with the law enforcement Officer. The form is completed each time a Dalton Police Officer takes possession of a piece of property and / or evidence.

3. Number of Copies

One copy is prepared

4. Completion

The Property Record / Receipt is completed in accordance with the guidelines set forth in the property and evidence procedure manual.

B. Property Transfer

1. Purpose

The Property / Evidence Release Authorization form is used to record the transfer of evidence or property from the custody of the Property and Evidence Section to the court, district attorney, laboratory, or others.

2. Origin

The Property / Evidence Release Authorization form originates with the ~~property and evidence custodian technician~~ **PET** and is attached to the top rear of the ~~PEG~~ **PET** copy of Property Record / Receipt.

3. Number of Copies

Only one copy is prepared.

4. Completion

The Property / Evidence Release Authorization form is completed by the person transferring or releasing the property. The form will be completed in accordance with the guidelines set forth in the property and evidence procedures manual.

C. Property Release Authorization form

1. Purpose

The Property Release Authorization form is used to obtain the proper disposition of property in the custody of the Dalton Police Department.

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2. Origin

The Property Release Authorization originates with the law enforcement Officer.

3. Number of Copies

Only one copy is prepared.

4. Completion

The Property Release Authorization form is completed in accordance with the guidelines set forth in the property and evidence procedures manual.

D. Notice to Claim Property Letter

1. Purpose

The purpose of the Notice to Claim Property letter is to notify citizens that property in the possession of the Department is ready for pick-up or disposition.

2. Origin

The Notice to Claim Property letter is completed by the Property and Evidence Section.

3. Number of Copies

Only one copy is prepared.

E. Limited Access Property Room Entry Log

1. Purpose

The Limited Access Property Room Entry Log (LAPREL) is to maintain a listing of all entries into the Limited Access Property Room in the absence of the ~~property and evidence custodian technician~~ PET.

2. Origin

The LAPREL is kept in the Limited Access Property Room so that entries can be made by those persons who have a need to enter.

3. Number of Copies

Only one copy is prepared.

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F. Large Item Storage Area Entry Log

1. Purpose

The Large Item Storage Area Entry Log (LISAEL) is to maintain a listing of all entries into the large item storage area in the absence of the ~~property and evidence custodian technician~~ PET

2. Origin

The LISAEL is kept ~~in room number 225 where the mailboxes and evidence lockers are located~~ inside the weatherproof boxes installed inside the LISA and the Impound Lot.

3. Number of Copies

Only one copy is prepared.

XII. Procedures for Destroying Personal Property

No personal property shall be destroyed until a court order is obtained from a Superior Court Judge. The ~~PEG-PET~~ and a Department Supervisor shall verify all forms, related paperwork, and the item of personal property prior to it being destroyed.

XIII. Procedures for Medication Collection Box

The medication collection box is securely mounted to the floor of the lobby in the Police Services Center, and shall remain locked until its use is required.

- A. When a citizen requests to deposit an item (or items) into the collection box, a Records technician will first verify that the item(s) are acceptable. The Records technician will then unlock the box and re-secure it once the item(s) are deposited.
- B. Once per year, an Officer shall be directed to obtain a case number which will be used to track that year's collected medication.
- C. At least once per month, the ~~PEG-PET~~ and an Officer will empty the collection box, and the deposited items will be bagged, weighed, and then submitted into the Property Section as Found Property. The item(s) will be marked for destruction.
- D. The ~~PEG-PET~~ will periodically transport the collected items for destruction by the GBI Crime Lab.
- E. On a quarterly basis, the ~~PEG-PET~~ will compose a report of the total gross weight of items collected from the medication collection box. This information will be included in the Support Services quarterly report, and will also be forwarded to the CVS Pharmacy Corporation.

RESTRICTED LAW ENFORCEMENT DATA

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This policy supersedes any policies previously issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> May 1, 1998	<i>Number</i> GO91-4.11
<i>Subject</i> Transporting Prisoners / Inmate Work Crews			
<i>Reference</i>		<i>Revised</i> April 25, 2017 April 23, 2019	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 25, 2019 April 2021	<i>No. Pages</i> 14	

I. Policy

Prisoners of the Dalton Police Department shall be transported in a manner which will provide adequately for the safety and security of the prisoner, the transporting Officer(s), and the general public.

II. Transport Operations

A. Search of Prisoner

1. Adults and juveniles will be searched prior to being transported and each time they come into the transporting Officer's custody.
2. Whenever practical, adults and juveniles shall be searched by an Officer of the same sex.

B. Transportation Vehicles

1. Marked patrol vehicles, which have had the rear passenger door compartments modified to transport prisoners, shall be the preferred mode of transportation for all arrested persons.
 - a. These vehicles have a safety cage to separate the driver and prisoner.
 - b. Rear door windows and rear door handles (inside) have been rendered inoperative for security reasons.
2. Non-caged vehicles should not be used for prisoner transportation unless authorized by a Supervisor. When so authorized, extra caution shall be exercised by the transporting Officers to ensure the security and safety of both the prisoner and Police Officers.

C. Search / Inspections of Transportation Vehicles

RESTRICTED LAW ENFORCEMENT DATA

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1. Any vehicle that may be used to transport a prisoner shall be examined at the beginning of each watch, prior to use, to assure the vehicle is safe, in good operating condition, including fuel and oil levels, and properly equipped with emergency equipment. The passenger compartment shall be thoroughly searched for contraband, weapons, and / or other items.
 2. Prior to transporting a prisoner, the Officer(s) will ensure the vehicle has been searched. In addition, the vehicle shall be searched after a prisoner has been transported. These searches shall be made under the assumption that an opportunity has existed for the introduction of contraband, weapons, and / or other items.
 3. Investigators shall be responsible for inspection and examination of any unmarked unit, prior to use, to ensure the vehicle is in safe operating condition and has appropriate emergency equipment.
- D. Officer safety and prisoner security shall be ensured by adhering to the following guidelines for seating arrangements in transport vehicles (See Appendix A).
1. No more than two (2) prisoners shall be transported in the back seat of any police vehicle with a prisoner shield or cage.
 2. No more than one (1) prisoner, and by no fewer than two (2) Officers, shall be transported ~~a prisoner~~ when using a police vehicle without a prisoner shield or cage.
 3. Specific seating arrangements of Officers in relation to prisoners are diagrammed in Appendix A of this order to ensure continuous observation of prisoners.
- E. Observation of Prisoners by Transporting Officer(s)
1. Prisoner(s) must be under observation while being transported. This will reduce the opportunity of attack or escape.
 2. Exceptions - Officer(s) shall position themselves to prevent escape:
 - a. At medical facilities when medical practice prohibits an Officer's presence
 - b. When toilet facilities are used by a prisoner of the opposite sex
- F. Meals will be provided to prisoner(s) who are being transported for a long distance that would require several hours (e.g., six (6) hours or more). A restaurant will be selected at random by the transporting Officer(s).
- G. Transporting Officer(s) with prisoner(s) in their custody will not respond to the need for law enforcement services unless there is both a clear and grave risk to a third party and risk to the prisoner(s) is minimal.

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1. Transporting Officer(s) en route with prisoner(s) will only detour from their en route status to render aid and assistance in life-threatening situations or at the direction of a Supervisor.
 2. In no instance shall transporting Officer(s) grant any request from the arrestee to stop at any location for any reason.
 3. The primary responsibility for transporting Officer(s) shall always be the protective custody and safety of their prisoner(s).
- H. In the event a prisoner escapes while being transported, the following notifications, reports, and actions shall be initiated by the transporting Officer:
1. Notifications to be made of a prisoner escape while transporting:
 - a. Notify Whitfield County 911 and, when available, specifically provide:
 - (1) The location of the escape
 - (2) The escapee's direction of travel
 - (3) The physical description of the escapee
 - (4) The charges pending against the escapee
 - (5) The apprehension efforts that will be undertaken
 - (6) Any other information which may assist apprehension efforts
 - b. Notify the jurisdiction where the escape occurred.
 - c. Notify Supervisor.

The Supervisor shall have the responsibility for notification of:

 - (1) Division Commander
 - (2) Chief of Police
 2. Reports to be prepared:
 - a. Prepare appropriate incident report.
 - b. Forward copy of report to Division Commander.
 3. Further actions to be taken:
 - a. Have Whitfield County 911 send a BOLO message, if apprehension has not been made.
 - b. An administrative review will be initiated by the Division Commander.

RESTRICTED LAW ENFORCEMENT DATA

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- c. Obtain an arrest warrant, if immediate apprehension efforts fail.
- I. Transporting Officers will not allow the prisoner(s) to communicate with family members, friends, or attorneys while being transported. Upon arrival at destination, an opportunity for prisoner(s) to communicate with family, friends, and attorneys may be afforded.
- J. Arrival at Destination
 - 1. Whitfield County Jail (WCJ)
 - a. Transporting Officer(s) who transport a prisoner via police vehicle will utilize the prisoner sally port for access to the WCJ.
 - b. Transporting Officer(s) will secure their firearm(s) in the weapons lockers, the trunk of their vehicle, or the rack mounted inside of their vehicle prior to entering the booking area.
 - c. Prisoner(s) will be taken to the booking area to be processed by WCJ booking staff.
 - d. Transporting Officer(s) shall deliver all pertinent documents to the WCJ booking staff.
 - e. Transporting Officer(s) shall notify the receiving facility of any potential medical or security risks posed by the prisoner.
 - f. WCJ booking staff shall remove restraints when necessary for prisoner processing and prior to placing the prisoner in a cell.
 - g. Transporting Officer(s) shall document the transfer of custody in the Department's Records Management System.
 - 2. Dalton Officers engaged in a prisoner transport at other agencies will:
 - a. Comply with standard operating procedures pertaining to the policies of the Dalton Police Department.
 - b. Comply with the policies, procedures, rules, and regulations of the other jurisdiction while at their facility.
 - c. Adhere to the receiving agency's rules regarding firearms safekeeping and the use and removal of restraining devices.
 - d. Deliver all pertinent documents to the receiving Officer.
 - e. Deliver the necessary documents that accompany a prisoner to the receiving Officer.

RESTRICTED LAW ENFORCEMENT DATA

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- f. Notify the receiving facility of any potential medical or security risks posed by the prisoner.
- g. Ensure that the prisoner's property is properly transferred.
- h. Document the transfer of custody in the Department's Records Management System.

K. Prisoner(s) Taken to a Medical Facility

1. Transportation

- a. A prisoner(s) requiring medical attention shall be transported to the hospital.
- b. In emergency situations, in which the prisoner is injured, and in the Officer's best judgment it would be better to transport the prisoner via ambulance, an ambulance shall be utilized.
- c. The Officer may also transport prisoners via police vehicles in emergency situations.

2. Security when Transporting Prisoners via Ambulance

- a. The prisoner shall be placed in restraining device (handcuffs, stretcher restraints, straitjacket, etc.). Exceptions: Medical staff or paramedics need freedom of movement for examination or treatment or other unforeseen circumstances.
- b. An Officer may ride in the ambulance with the prisoner(s).

The Supervisor may determine whether the Officer who rides in the ambulance will remain armed.
- c. Officer(s) may be assigned by a Supervisor to follow the ambulance in a police vehicle. The Officer(s) assigned to follow the ambulance should be advised immediately when any potential or actual security risk occurs within the transporting ambulance.

3. Arrival at facility

- a. Upon arrival, the Officer shall notify the medical staff of any potential medical or security risks posed.
- b. Officers will turn over any applicable paperwork, if needed.
- c. Officers will properly maintain custody of their authorized weapons and prevent the prisoner from having access to weapons.

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4. Treatment, Examination, or Admission

When a prisoner is transported to a medical facility to be treated, the Officer will notify his / her Supervisor. The following are only guidelines, and the Supervisor may take other actions as he / she feels necessary based on the circumstances present.

- a. The Officer may release the prisoner by issuance of a citation with a notice to appear in court.
- b. The Officer may remain at the hospital with the prisoner while he / she receives medical treatment. If the Officer remains at the hospital, the prisoner shall be under police guard at all times. Depending on the nature of the injury, it will be at the discretion of the Officer as to whether a prisoner will be restrained and by what means.
- c. If a prisoner is admitted for treatment, the transporting Officer may advise the hospital's admitting office and security to place a "HOLD" on the prisoner and to contact the Whitfield County 911 Center when they are ready to release the prisoner so that pickup can be arranged. This procedure may be followed for minor offenses.

If a prisoner is admitted to the hospital and a "HOLD" is placed on the prisoner, a report shall be made. The report should contain the subject's name and charges to be made on the subject so that the arresting Officer will not have to be contacted later to determine what charges should be made.

- d. If the prisoner is admitted to the hospital and twenty-four (24) hour coverage is needed, the Supervisor on duty will ensure that the Officer assigned to guard the prisoner is checked on periodically and is relieved as necessary.
- e. Upon release of the prisoner from the medical facility, all instructions for future treatment and medication shall be obtained in writing and given to WCJSO booking staff during the booking process.

L. Supervision and Transportation of Inmate Workers

Inmates being escorted outside the Whitfield County Detention facility will be transported in a safe and humane manner under the supervision of experienced and trained employees. The safety of the Officer, inmate, and public is of the utmost importance. It is the policy of the Dalton Police Department to allow employees to supervise inmate workers s solely within the limitations set forth by law and this directive. To provide for this, the Officers transporting or supervising inmate workers will:

1. Contact the WCSO Detention Supervisor to request inmates for a graffiti abatement detail. This request must be made a minimum of twenty-four (24) hours in advance Monday – Friday.
2. The Officer requesting the work crew will ascertain, at the time of the request, if

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WCSO will be providing the transportation and supervision of the inmates.

3. If WCSO is unable to provide transportation or supervision of the inmates, the Officer will be required to make arrangements for transporting the work crew and provide guidance in determining the number of Officers required to monitor the inmates.
4. Inmates being transported as part of the work details will be transported in a Dalton Police Department or county owned vehicle that has been approved by WCSO for this purpose. The vehicle and all equipment will be secured when not in use to prevent loss or theft.
5. Prior to signing the inmates out for the work detail, the Officer will be briefed by WCSO ~~jail~~ detention personnel on the WCSO inmate work crew policy and procedures.
6. Officers supervising the inmate work detail will be required to sign the inmates in and out of the booking facility in accordance with WCSO policy. They will make a list of names of the inmates being checked out for the work detail.
7. Officers supervising inmate workers will be in full uniform and armed at all times.
8. Officers transporting inmate workers will not make unplanned stops while transporting the inmate workers.
9. Officers supervising inmate workers will not provide the inmate with contraband.
10. Inmates assigned to the work detail will be provided with water but will be returned to WCSO for their meal breaks.
11. Officers supervising inmates should closely monitor the inmate's activity in order to prevent escapes, assaults on Officers and other inmates, and to prevent them from accessing contraband.
12. The Officer will notify the WCSO booking Supervisor immediately when an inmate assigned to their work detail is a personal contact or family member.
13. Inmates will be returned to WCSO and signed back into the facility in accordance with WCSO policy. WCSO personnel will assist the Officer with this process to insure all of the inmates are accounted for and to prevent contraband from being brought into the jail.
14. Officers will not supervise inmate work crews that are mixed gender or of the opposite gender of the supervising Officer(s), unless a male and female Officer are present.
15. Officers assigned to supervise the work detail will maintain a professional Supervisor-subordinate relationship with the inmate workers. They will notify the booking Supervisor immediately if any behavior is displayed that

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jeopardizes this relationship. Officers will not :

- a. Allow inmates to refer to them casually (by first name, nicknames, etc.).
- b. Allow association with an inmate to prevent them from performing their duties or properly directing or disciplining any inmate.
- c. Allow inmates to insufficiently perform their duties or fail to perform as directed.
- d. Allow inmates to violate Dalton Police Department or ~~Sheriff's Office~~ WCSO policy or procedures.
- e. Allow inmates to communicate with inmates of the opposite sex.
- f. Allow inmates to pass notes, contraband, or any other items to inmates in general population.

III. Special Transport Situations

A. Adult Prisoners

1. Male and female prisoners will not be transported in the same vehicle unless they are codefendants in the same case, and the transport will not jeopardize the investigation.
2. Female prisoners shall be transported with a female Officer of the Department when travel distance exceeds fifty (50) miles.

If a female Officer is not available, two (2) male Officers will transport.
3. Male Officers transporting female prisoners will call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.
4. Female Officers transporting male prisoners will call in the mileage to the Whitfield County 911 Center at the beginning and at the end of the transport.

B. Juvenile Prisoners

1. Juvenile prisoners will be transported in the same manner as adults.
2. Adult and juvenile prisoners will not be transported together.

C. Handicapped / Mentally Ill Prisoners

1. When it is not likely to preclude the safe, efficient, and secure transport of the prisoner, a police squad car will be used.
2. When reasonable evaluation dictates that squad transport is inappropriate, Whitfield EMS will be notified to transport by ambulance. Police Officer(s) shall accompany the ambulance as outlined in II, K, 2, of this order.

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3. A Whitfield EMS ambulance should be utilized in all cases where a mentally ill subject has the potential for violence.
 - a. Stretcher restraints should be utilized on any potentially dangerous mentally ill subject where the prisoner's actions suggest he may likely injure himself / herself or others.
 - b. If stretcher restraints are used, it shall be so documented on the incident report.

D. Sick or Injured Persons

1. The Supervisor shall be notified and respond as needed.
2. Whitfield EMS shall be notified to provide treatment at the scene of the arrest or at the Police Department Services Center, as circumstances dictate.
3. If the prisoner requires hospital treatment, he / she will be transported as outlined in II, K, 1 and 2 of this order.
4. If the prisoner refuses treatment, and the attending paramedics and Officer(s) determine that immediate treatment is not necessary, the prisoner will be allowed to sign a release for the waiver of treatment.
5. If the prisoner is not treated and transported to the Whitfield County Jail, the transporting Officer will inform the jail staff of the prisoner's sickness / injury.
6. Officers are reminded that protective custody and care of the prisoner are priority responsibilities.
7. All information shall be documented on the incident report, whether the prisoner is transported or not.

E. Transporting Prisoner(s) in Special Situations

The Dalton Police Department will not transport a prisoner to a funeral, to visit a critically ill person, to the reading of a will, etc. Exception: The Dalton Police Department will only transport under an order from the court. This transport will be accomplished by a special order outlining any special procedures for each individual case.

F. Transport of Dangerous / Security Risk Prisoners

When a prisoner to be transported is considered an unusual security risk, the receiving agency will be notified before the transport takes place so that handling of the prisoner can be planned to minimize any chance of escape, injury to the prisoner, injury to Officers assigned to control the prisoner, or injury to the public.

G. Transporting Prisoners from One Facility to Another

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1. Each prisoner should be positively identified prior to being transported. The transporting Officer will verify the identification with booking personnel to ensure that the prisoner is the proper person to be transported. This may be accomplished through the Officer's personal knowledge of the prisoner, booking records, photographs, or by other appropriate means that may be available.
2. It shall be the responsibility of the transporting Officer to ensure that all appropriate prisoner documentation, if any, is in his / her possession when transporting a prisoner from another detention facility to the Whitfield County Jail. This documentation may include;
 - a. Arrest warrants
 - b. Prisoner's personal property
 - c. Any other pertinent documents deemed necessary.
3. If not first informed by detention ~~Center~~ facility personnel, The Officer transporting a prisoner shall inquire as to any escape or suicide attempts / threats, unusual illnesses, or any tendencies toward violent behavior prior to the transport. Any information gathered shall be recorded and included in the documentation that accompanies the ~~prisoner~~ detainee during transport.

IV. Restraining Devices

A. Definitions

1. Handcuffs - Commercially produced chain link / hinged type cuff capable of being double locked in blue, black, nickel or stainless steel finish.
2. Disposable Flex Cuffs - Commercially produced flexible handcuffs with a one-way locking system.
3. Leg Chains - Commercially produced chain link / hinged type cuff capable of being double locked in blue, black, nickel or stainless steel finish.
4. Belly Chains - Commercially produced chain link / hinged type cuff capable of being double locked in blue, black, nickel or stainless steel finish with an extendable chain, capable of being locked, that reaches around the mid-section of the body.

B. Purpose

1. Protection of Officer from attack by arrestee.
2. Restrict arrestee's upper torso mobility.

C. Application of Restraining Devices

RESTRICTED LAW ENFORCEMENT DATA

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1. Restraining devices will be used on all arrestees while in transit. Exceptions include:
 - a. Juvenile offenders, unless the Officer believes that not restraining the juvenile would pose a threat to the Officer or the safety of others.
 - b. Situations as approved by a Supervisor.
2. Single Arrestee Application
 - a. Restraining devices shall be applied to the wrists of the arrestee with the hands behind the arrestee.
 - b. Restraining devices may be applied to the wrists with the hands positioned in the front of the arrestee in the following circumstances:
 - (1) Elderly arrestee
 - (2) Arrestee physically incapable of placing hands behind the back
 - (3) Handicapped arrestee
 - (4) Sick / injured arrestee
 - c. Leg chains may be applied to the ankles of an arrestee when a threat of flight may exist.
 - d. Belly chains may be applied around the mid-section of an arrestee when an arrestee is transported in a vehicle for an extended period of time.
3. Multiple Arrestees Application

Each arrestee shall be restrained as indicated in IV, C, 2 above, if possible.

D. Handicapped and Mentally Disturbed Arrestees

1. Prisoners in wheelchairs, or who require walking aids, should not normally require the use of restraining devices. The Supervisor will be summoned whenever the Officer is in doubt about the use of restraining devices in these situations.
2. Restraining devices (handcuffs with transport belt), when applied, shall be double locked.
3. Mentally disturbed prisoners may normally be restrained as outlined in IV, C, 2 above. In special situations, as outlined in IV, C, 3 above, stretcher restraints will be used to minimize injury to the prisoner and others.

E. Procedure

1. Handcuffs shall be double locked to prevent injury.

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2. An arrestee can be restrained to another arrestee of the same sex.
3. A juvenile arrestee shall not be restrained to an adult.
4. Arrestees shall not be handcuffed to any part of the transporting vehicle, such as a doorpost.
5. The feet may be restrained with Department approved devices and shall be used in accordance with the manufacturer's instructions.

V. **In-Custody Processing**

A. Juvenile Procedures

After being taken into custody for a felony offense, the designated area to process juvenile offenders in accordance with GO11-4.28 shall be either of the (2) interview rooms located at the Dalton Police Department Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing juvenile offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing of juveniles.

B. Mobile Intoxilyzer Trailer Procedures

After being taken into custody for a DUI during a traffic safety check point ~~readcheck~~, the designated area to process offenders on scene shall be the Mobile Intoxilyzer Trailer. The trailer is fitted with a duress alarm that sounds audibly. The following procedures shall also apply:

1. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
2. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.

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3. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
4. All personnel charged with monitoring or processing DUI offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing DUI related offenders in the Mobile Intoxilyzer Trailer.

C. Procedure for Intoxilyzer Testing at the Police Services Center

After an individual is taken into custody for DUI, and a breath test is to be conducted at the Police Services Center, the designated area to process offenders shall be either of the (2) interview rooms located at the ~~Dalton~~-Police ~~Department~~ Services Center. Both interview rooms are fitted with duress alarms that sound audibly throughout the building. The following procedures shall also apply:

1. There shall be a minimum of (2) Officers present in the interview room.
2. The arresting Officer shall ensure that constant contact is maintained with the arrestee.
3. All personnel within the extended reach of the arrestee will maintain constant control of all weapons. The arrestee will not be put in a position where he / she has access to any weapon.
4. As with all cases involving detainees, due care shall be used at all times in order to prevent an escape attempt.
5. All personnel charged with monitoring or processing DUI offenders shall receive initial training and annual training on the proper procedures and policies pertaining to processing offenders.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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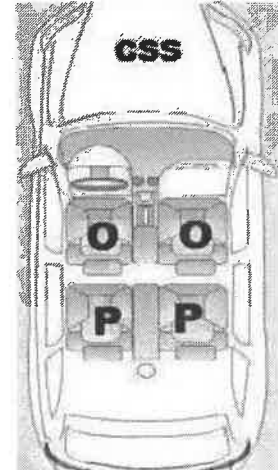
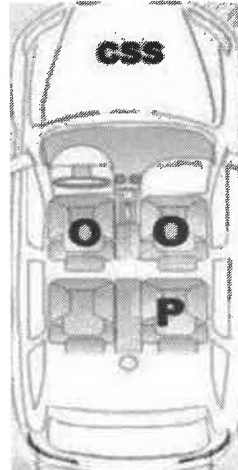
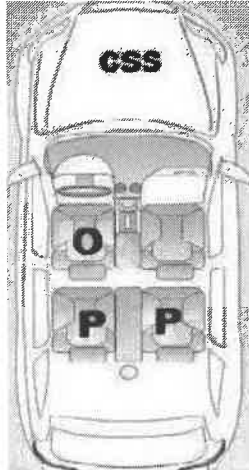
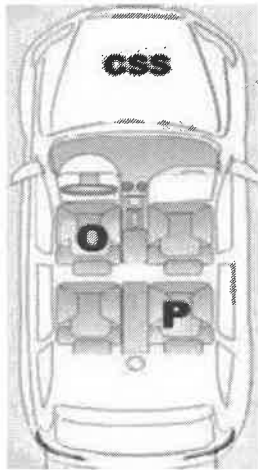
Appendix A

O - OFFICER

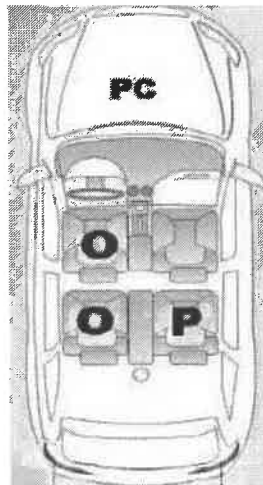
CSS - CAGED/SHIELD VEHICLE

P - DETAINEE/PRISONER

PC - NON-CAGED/SHIELD VEHICLE



ABOVE DIAGRAMS DEPICT SEATING ARRANGEMENTS
WITH SAFETY SHIELD



ABOVE DIAGRAM DEPICTS SEATING ARRANGEMENTS
WITHOUT SAFETY SHIELD

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> January 27, 2004	<i>Number</i> GO04-4.12
<i>Subject</i> Report Writing			
<i>Reference</i> 		<i>Revised</i> April 25, 2017 April 23, 2019	
<i>Distribution</i> 	All Personnel	<i>Re-evaluation Date</i> April 25, 2019 April 2021	<i>No. Pages</i> 11

I. Policy

The Dalton Police Department prepares written and computerized reports in order to better manage the Department, document events, and support the criminal justice process through effective communications.

II. Procedures

A. Reports

Reports shall be initiated, maintained, and safeguarded in appropriate form, for the following situations:

1. Citizen Complaints
2. Citizen reports of crime
3. Follow-up investigations
4. Incidents involving arrests, citations, or summons
5. Criminal and non-criminal cases initiated by Officers
6. Motor Vehicle crash investigations
7. Incidents resulting in an employee being dispatched or assigned

In some instances, the Department uses standard forms for the purpose of aiding Officers and employees in preparing written communications. However, the failure to have a proper form does not relieve the Officer or employee of the responsibility of producing the report. When in doubt, and no standardized form or report is available, a blank sheet of paper or a computer based format of documentation will be used.

B. Report Preparation

Reports prepared by employees and Officers of the Dalton Police Department:

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1. Contain correct information based on accurate notes;
2. Are brief and explicit, including relevant information regarding the elements of the crime;
3. Clearly communicate ideas;
4. When applicable, answer the following questions:
 - a. **Who** was involved?
All persons involved are identified by their role, as suspects, victims, witnesses, etc. Obtain first, middle, last names, possible aliases, home and work address, telephone numbers, dates of birth, and race.
 - b. **What** happened?
Exactly what type of offense was committed, what means of transportation, tools, or equipment was apparently used? What was the actor's *modus operandi*? For example, did the actor use direct attack, or were his tactics more indirect or crafty?
 - c. **When** did it occur?
Record the crime discovery time and the time the crime is likely to have occurred. Also, indicate the time witnesses and victims are contacted and arrests made.
 - d. **Where** did it happen?
Location is to be as exact as possible. If unable to obtain an address, record the nearest intersection or permanent landmark. Look for evidence that the crime could have started somewhere else and ended up at the *reported location*.
 - e. **Why** did this incident occur?
Was the apparent motive or purpose of the crime *revenge, monetary or personal gain, thrill, drug-related, accidental, etc.*?
 - f. **How** did it happen?
Based on reasonable observations at the scene, and information provided by witnesses, explain *how entry was made, how property was obtained, or how the suspect chose and approached the victim*.
5. Avoid inappropriate language, such as slang or jargon, unless quoting a suspect, witness, or victim;
6. Avoid using radio codes, numerical designations, or other terms particular to law enforcement in report narratives;
7. **Are P**rinted or written legibly;

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8. ~~Be~~ **Are** objective and unbiased, recording information whether positive or negative;
9. Contain correct grammar and spelling;
10. Place events in chronological order;
11. Utilize the Department data entry standards (see Appendix A).

C. Report Style

Good reports, even technical reports, contain a lot of facts, but should be easy to read and understand. Remember, the reports you write today will be seen by a jury tomorrow, and you will be judged by the way you write, what you say, and the way it is stated.

1. Write the way you *talk* in a normal conversation. Add details the way you speak. Avoid writing *Unit 16 approached the door and spoke to Suspect #2*. Instead use, *I walked to the door and spoke with Mr. Doe*.
2. Write in the *first person singular*. Use *I* or *me*, not *Officer Johnson*.
3. Write in the past tense if it happened in the past, not *Approaching the car I see the gun in the back seat*. Instead, *I walked along the driver's side of the car and saw the gun in the back seat* .
4. Reference a dictionary and / or a thesaurus as needed. Using the right word to describe your meaning is important.
5. Use everyday words and avoid unfamiliar wording.
6. Avoid using police jargon.
7. Be very careful about using the word *suspect*. Are they really suspects or simply individuals? If a suspect's name is available, use it in the report.
8. Lastly, read over your report when you are finished. Ask yourself, would a regular citizen clearly understand this report? If the answer is *no*, a jury will not understand it either. Redo it!

D. Incident Reports

Incident reports are documented electronically through the Department's records management system and are designed to:

1. Provide a means whereby Officers can conduct and record a *preliminary investigation* of a criminal offense;
2. Provide complete and accurate information for follow-up investigation and prosecution;

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3. Provide patrol Officers and Investigators with certain decision-making points that enable them to identify follow-up investigative needs;
4. Improve control of the report flow process within the Department, thereby improving report access and statistical recording; and
5. Aid other Officers in the collection of *crime data, patterns, suspect information, and the determination of the modus operandi*, etc.

Incident reports should be completed for all criminal acts and suspected acts. These reports clearly and concisely report elements of the crime by answering critical *who, what, when, where, how, and why* questions. Incident reports may be completed by phone when victim(s) are outside the jurisdiction of the Dalton Police Department, and the distance is too great for them to respond to the City of Dalton, and or there is no physical evidence to collect.

Incident reports will also be completed for incidents when property is found but the owner cannot be determined; when the Officer spends a substantial amount of time on a call for service; where the Officer feels an incident report needs to be completed; or when a citizen requests a report be initiated.

E. Accident Reports

1. Roadway Collisions

- a. Roadway refers to that portion of the highway improved, designed, or ordinarily used for vehicular traffic, exclusive of the berm or shoulder.
- b. All collisions occurring on the roadway, when the damage exceeds \$500 or a driver requests a report, shall be reported on the Georgia Uniform Motor Vehicle Accident Report (DMVS 523). Officers shall use the electronic version of this form for reporting.
- c. If there is insufficient space on the report for injuries, witnesses, or remarks, a Continuation Sheet (DMVS 523C) shall be used.
- d. All roadway collisions shall be reported according to the Georgia Uniform Vehicle Accident Report Instruction Guide.

2. Private Property Collisions

- a. Private Property refers to any property that is not owned or leased by any government that the public may or may not have access to. Examples include driveways, privately owned streets, shopping center parking lots, and other private parking areas.
- b. Officers will report private property collisions on a "Private Property Accident Report Form" for hit and run collisions, collisions when offense(s) have occurred in which charges can be made, damage to public or private property, public vehicles,

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DALTON POLICE DEPARTMENT

		<i>Effective Date</i> October 1, 1998	<i>Number</i> GO98-4.13
<i>Subject</i> Traffic Enforcement and Direction			
<i>Reference</i>		<i>Revised</i> April 25, 2017 <u>April 23, 2019</u>	
<i>Distribution</i> All Personnel	<i>Re-evaluation Date</i> April 25, 2019 <u>April 2021</u>	<i>No. Pages</i> 18	

I. Policy

It is the policy of the Dalton Police Department to practice traffic enforcement and direction techniques to make our streets safer for our citizens and reduce collisions. A traffic safety check point is an effective tool to educate the public, to bring awareness to traffic concerns, and for the detection of impaired drivers and shall be conducted for legitimate law enforcement purposes as outlined by applicable case law.

II. Definitions

- A. *Shift Supervisor* - an Officer who holds the rank of Sergeant or above and is tasked with supervisory tasks at the shift level.
- B. *Special Operations Supervisor* - an Officer who holds the rank of Sergeant and is tasked with the supervision of the Special Operations Unit.
- C. *Watch Commander* - the District Commander or Sergeant, designated by the District Commander, who is responsible for the overall operations of his / her watch or unit in accordance with the rules and regulations of the ~~Police~~ Department.

III. Procedures

- A. Traffic enforcement is of limited effectiveness without cooperation and compliance by the motoring public. It is incumbent on all Officers to perform this duty in a professional and courteous manner and to try to alter favorably the violator's future driving habits.
- B. Even though random enforcement is permissible, Officers ~~will~~ should target violations that cause motor vehicle collisions in areas where their efforts will reduce personal injuries and property damage. The Dalton Police Department will conduct speed enforcement and other special operations, targeting areas known for heavy traffic and a high incidence of collisions and / or possibilities for pedestrian injuries.

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- C. Strategies and tactics for selective traffic enforcement shall be consistent with the nature of the violation and its potential for interfering with the free and safe flow of traffic.
1. The Department will base selective traffic enforcement efforts on the following information:
 - a. Weekly district plans, ~~with~~ including current traffic problems.
 - b. The *Traffic Crash Statistics* compiled by the ~~Traffic Enforcement Unit~~. Intelligence Analyst.
 - c. Citizen complaints of traffic violations.
 2. Traffic enforcement personnel may be deployed to school zones, residential areas, and other areas where analysis and / or complaints have shown the greatest hazards.
 3. Officers that are involved in selective traffic enforcement shall complete a Selective Traffic Enforcement Form at the end of the detail and shall forward the form to the Patrol Division Commander or his / her designee.
 4. The Patrol Division Commander, or his / her designee, shall be responsible for the compilation, review, and comparison of traffic collision data and traffic enforcement activities data.
 5. The Patrol Division Commander, or his / her designee, shall conduct an annual evaluation of selective traffic enforcement activities. The evaluation shall be forwarded to the Chief of Police.

IV. Speed Detection Devices

A. Radar

1. All operators must attend proper training and be certified by the state, prior to operating a radar unit.
2. Unless the Officer has a radar unit assigned to his / her vehicle, the Officer shall sign the log for that unit when checking it in or out.
3. All units will be tested by the operator at the beginning and end of his / her tour of duty. This will be in addition to any internal calibration placed within the unit by the manufacturer. The time and date of the testing will be documented by the operator on a log.
- ~~4. Officers will attend required re-certification courses as needed.~~
54. All radar units will be inspected and certified annually by a licensed radar technician.

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- 65. Officers are responsible ~~to~~ **for** ensuring that each radar unit is properly maintained and remains in a constant state of readiness.
- 76. Any problem with a radar unit will be immediately reported to the Shift Supervisor by the operator, and the unit will be taken out of service until it has been serviced, calibrated, and recertified by a licensed radar technician.
- 87. If radar was used to initiate the stop, the Officer must advise the driver that he / she has the right to have the radar unit tested for accuracy before being issued a citation.
- 98. Speed detection devices using radar will be from a list of approved devices from the Department of Public Safety.

B. Laser

- 1. All operators must attend proper training and be certified by the state, prior to operating a laser unit.
- 2. Unless the Officer has a laser unit assigned to him / her, the Officer shall sign the log for that unit when checking it in or out.
- 3. The laser unit will be tested by the operator at the beginning and end of his / her tour of duty.
- 4. Officers are responsible ~~to~~ **for** ensuring that each laser unit is properly maintained and remains in a constant state of readiness.
- 5. Any problem with the laser unit will be immediately reported to the Shift Supervisor by the operator, and the unit will be taken out of service until it has been serviced, calibrated, and recertified by a licensed laser technician.
- 6. All laser units will be inspected and certified annually by a licensed laser technician.
- 7. Speed detection devices using laser will be from a list of approved devices from the Department of Public Safety.

V. **Traffic Law Enforcement Techniques**

Traffic enforcement requires visible traffic patrols by Officers who observe and address traffic violations during the performance of their normal duties.

A. Area Patrol

This involves traffic enforcement in the Officer's assigned district.

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B. Line Patrol

This involves traffic enforcement on a particular section of roadway.

C. Directed Patrol

Shift Supervisors may specify enforcement efforts in an area. Depending on the nature of the hazard or violation being enforced, this may be done by a line patrol or at a specific location and at a specific time.

D. Stationary Observation

Either covert or overt, stationary observation may be used as a technique to make observations about the flow of traffic at a particular location. When completing reports or doing other activities, which will keep them out of service for a short time, Officers are encouraged to park their patrol vehicles in a conspicuous location, serving to remind motorists of the need to comply with traffic laws.

E. Unmarked and Unconventional Vehicles

Officers may utilize countermeasures, which would be effective for specific enforcement activities, upon authorization of the Shift Supervisor. Unmarked vehicles may be used for traffic enforcement activities to locate violations, if approved by the Patrol Division Commander or his / her designee.

VI. **Contact with Traffic Violators**

A. There are two (2) primary objectives of a traffic stop:

1. Execution of traffic enforcement actions.
2. Promotion of voluntary compliance with traffic laws in the future.

B. Officers will greet violators in a courteous manner, request the driver's license and insurance information, and explain the reason for the stop.

C. Officers will maintain a calm, professional demeanor at all times.

D. Enforcement actions are at the discretion of the Officer but shall be conducted firmly, fairly, impartially, and courteously using the most appropriate of the following three (3) methods:

1. Verbal / Written Warning

Officers may issue warnings to a violator whenever a minor traffic violation is committed in areas where traffic accidents are minimal. In their discretion, Officers must recognize that a properly administered warning can be more effective than any other type of enforcement.

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2. Traffic Citation

A citation should be issued to a violator who jeopardizes the safe and efficient flow of vehicular and pedestrian traffic, including hazardous moving violations or operating unsafe and improperly equipped vehicles.

If a citation is issued, the Officer is responsible for advising the violator of the following:

- a. Information relative to the specific charge.
- b. The date, time, and location of the motorist's scheduled court appearance.
- c. Payment options.
- d. Municipal Court's telephone number.

The Officer shall answer any of the violator's questions about the citation as thoroughly as possible. When a motorist has any questions the Officer cannot answer, such as mandatory nature of their court appearance, the Officer shall instruct the violator to direct all such questions to the Municipal Court staff by telephone.

3. Custodial Arrest

A law enforcement Officer may arrest a person accused of violating any law or ordinance governing the operation, licensing, registration, maintenance, or inspection of motor vehicles by the issuance of a citation. (O.C.G.A. 17-4-23).

~~But~~ In most cases, the Officer should not arrest operators of motor vehicles for traffic violations in which a citation is authorized unless special circumstances exist or there is probable cause to believe that a more serious offense has been or is about to be committed.

- a. The offense must have been committed in the Officer's presence, or information constituting a basis for arrest concerning the operation of a motor vehicle was received by the arresting Officer from a law enforcement Officer observing the offense being committed.
- b. By exception, where the offense results in an accident, an investigating Officer may issue citations regardless of whether the offense occurred in the presence of a law enforcement Officer.
- c. The arresting Officer shall issue to such person a citation, which shall enumerate the specific charges against the person and the date upon which the person is to appear and answer the charges.

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- d. When an arresting Officer makes an arrest concerning the operation of a motor vehicle based on information and observations of another law enforcement Officer, the citation shall list the name of each Officer, and each must be present when the charges against the accused person are heard.

VII. Uniform Enforcement Practices

Appropriate uniform enforcement action is important if motorists are to enjoy safe driving in the City of Dalton. Good judgment by Officers in consideration of the circumstances and conditions at the time of the violation will ensure appropriate action and gain the public confidence in traffic enforcement. The following are meant as guidelines and do not supersede sound judgment used by Officers.

A. DUI Procedures

Impaired driving is a serious offense and Officers should arrest any driver found to be in violation of DUI laws. Arrests may be determined by the driver's observed operations on the roadway or involvement in an collision. All interactions with drivers believed to be under the influence of alcohol and / or drugs should be in accordance with GO04-4.24, Arrest and Detection of Persons Driving under the Influence.

B. Driving While License Suspended / Revoked

When a driver's privileges to drive are confirmed to be suspended / revoked through Georgia, the Officer making the stop shall determine if the type of suspension requires the driver to be served with a notice of their suspension before any enforcement action can be taken against them. When the driver's suspension is confirmed, the Officer should cite and make a custodial arrest of the driver with a suspended / revoked license from Georgia and or any other states.

C. Speeding Violations

Speeding violations are to be considered as a type of offense that causes auto collisions, property damage, and injuries. The enforcement of speeding violations is considered to be a high priority, especially in those areas that have proven to possess a high injury / accident rate. Speeding enforcement should also be done at those locations where citizen complaints have indicated that speeding violations occur.

D. Hazardous Moving Violations

Hazardous traffic law violations are those violations that affect the safe movement of vehicles and pedestrians. Officers shall consider the type of hazard, the location, and the previous accident history at the location when deciding what action to take.

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E. Off-Road Vehicles

Any recreational vehicle driven upon public roadways will fall in accordance with registration laws and driver's license laws as would any other motor vehicle driven upon public roadways.

F. Equipment Violations

The Officer will consider the continued safe operation of the vehicle and its general condition, as well as the type of equipment defect.

G. Public Carrier/Commercial Vehicles

Violations shall be handled in the same manner as private passenger vehicles, with the exception of enforcing those laws that apply only to these specialized vehicles.

H. Non-Hazardous Violations

Minor traffic infractions may be resolved by warnings, unless the violations are repetitive,  flagrant, or the circumstances warrant the issuance of a citation.

I. Multiple Violations

When multiple violations are observed, which can be classified separately as having distinctly different elements, they shall be dealt with independently. In situations where two violations are similar, to the extent that the elements of one law are included in the other law, only the most serious should be charged.

J. Newly Enacted Laws and / or Regulations

A grace period of thirty (30) days may be given, during which time warnings shall be given to educate drivers about the new law. After any initial grace period, Officers will enforce new laws according to the same standards set forth for similar offenses.

K. Violations Resulting in Traffic Collisions

If a violation results in personal injury or significant property damage, the violator may be cited for the offense.

L. Pedestrian and Bicycle Violations

The enforcement of traffic laws pertaining to pedestrians and bicycles necessitates broad discretion by Officers. Officers will concentrate efforts where accidents have been frequent and severe. Officers may consider the age of the violator and the potential for physical danger to the violator due to the unsafe act.

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M. Re-examination Requests

Officers may sometimes come in contact with drivers who, due to apparent physical or mental incapacity, are incapable of safely operating a motor vehicle. This is not a judgment that is to be made lightly by Officers, and it should be documented and clearly indicated as a safety hazard before recommendations for the driver to be re-examined are made.

Any Officer who becomes aware of an apparent mental or physical incapacity of a licensed driver should secure the name, driver's license number, and current home address of the driver. The Officer should then complete a Georgia Department of Motor Vehicle Safety Medical Advisory Board Form. The form should then be forwarded to the Georgia Department of Motor Vehicles.

VIII. Violators Requiring Special Consideration

A. Juvenile Offenders

Officers dealing with juveniles in enforcement capacities may exercise reasonable discretion in deciding on appropriate actions. Officers shall use the least coercive alternative that is reasonable and consistent with preserving public safety and order.

If the juvenile is issued a citation, the Officer shall advise the juvenile and / or parent / guardian of the charge and the contact information for Juvenile Court so they can be advised of a date / time to appear.

B. Military Personnel

Members of the military service shall in all cases, except treason, fleeing, or breach of peace, be privileged from arrest during their attendance at drills, parades, meetings, encampments, election of Officers, going to, during, and returning from the performance of any active duty. An arrest may be effected if the offense meets the above criteria, and the Officer will notify the violator's commanding Officer or the District Attorney's office.

C. Legislators

Legislators, either state or federal, shall be free from arrest during sessions of the General Assembly or Congress or Committee Meetings thereof, and in going thereto or returning there from, except for treason, felony, or breach of peace. If a member of Congress or the General Assembly is stopped for a traffic violation, they will be identified and immediately released. Officers can maintain a summons for a member of Congress or the Georgia Assembly, and serve a copy of this summons to the violator, at a time when they are not in transit to or from an aforementioned session.

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D. Foreign Diplomats / Consular Officials

1. Different levels of diplomatic and consular immunity are granted by the United States Government under provisions of the Vienna Convention on Diplomatic Relations.
2. The burden to claim immunity rests on the individual, through the presentation of valid credentials.
3. The US Department of State issues three (3) types of identification cards to diplomatic agents, consular officials, and other foreign government personnel stationed in the United States on official business, and who are entitled to some degree of diplomatic or consular immunity.

- a. Diplomatic (blue border for diplomats)
- b. Official (green border for embassy employees)
- c. Consular (red boarder for consular personnel)

A brief statement of the bearer's criminal immunity is printed on the back of the identification card.

4. To verify entitlement to diplomatic or consular immunity, an Officer can contact US State Department personnel:
 - a. During regular business hours: (202) 647-1985 or (202) 647-1727
 - b. After regular business hours: (202) 647-7277, (571) 345-3146, or (866) 217-2089
5. Stopping a foreign official and issuing a citation does not constitute an arrest or detention and is permissible. Accordingly, an Officer should never hesitate to follow normal procedures to intervene in a situation involving a traffic violation, even if immunity bars any further action at the scene.
6. Individuals entitled to immunity may be detained, if they are a serious danger to themselves or others. They will not be restrained unless an act of violence is committed.
7. Officers will inform the individual of our responsibility for preserving safety for them and others.
8. A copy of any citations issued, and any other documentation regarding the incident involving persons claiming immunity, shall be documented in an incident report and forwarded through the chain of command to the US State Department.

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E. Non-residents

Officers will use the same procedures for non-residents of the agency's service area as residents.

IX. **Parking Enforcement**

All Officers shall be responsible for enforcing parking regulations. When an Officer finds a vehicle ~~which~~ ~~that~~ is improperly parked, he / she may issue a citation and place the violator's copy of the citation on the windshield. If a vehicle presents a significant hazard to the safe movement of traffic, and the owner of the vehicle cannot be located, the Officer may tow the vehicle.

Where signs are properly erected, Officers may also enforce parking violations on private property. Offenses that may be enforced include:

- A. Parking in a fire lane (City Ordinance, 114-398)
- B. Parking in a handicap zone (O.C.G.A. 40-6-226)

X. **Traffic Safety Check Points**

A. Purpose

The primary purpose of a traffic safety check point shall be to ensure roadway safety rather than as a constitutionally impermissible pretext aimed at discovering general evidence of ordinary crime. Traffic ~~safety~~ check points shall only be conducted for the following purposes:

- 1. Driver's license / insurance / registration verification;
- 2. ~~Seatbelt~~ ~~Safety belt~~ and ~~child safety seat~~ compliance;
- 3. Driver impairment; and / or
- 4. Vehicle fitness / vehicle safety compliance;

B. Planning

- 1. The Watch Commander or Special Operations Supervisor is authorized to plan and conduct traffic safety check points based on resources and the purposes outlined in this policy.
- 2. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall document the purpose, approximate time, and location needed to conduct the traffic safety check point on the Traffic Safety Check Point Report.

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3. Prior to the beginning of the shift, the Watch Commander or Special Operations Supervisor shall send an email to the Patrol Division Commander or [his / her](#) designee outlining the planned traffic safety check point.
4. During roll call, the Watch Commander will announce the planned traffic safety check point and explain the procedures to be followed.

C. Procedures

1. A traffic safety check point shall be set up in a location where visibility is clear and where it is possible to maintain an orderly flow of traffic without causing undue congestion.
2. The Watch Commander or designated Shift Supervisor is required to be present at the traffic safety check point.
3. The traffic safety check point shall be clearly identifiable as a police check point with signs, traffic cones, and vehicles utilizing their emergency blue lights.
4. If one of the purposes of the traffic safety check point is for driver impairment checks, all screening Officers shall be sufficiently trained to make an initial determination that a motorist should be given [field sobriety](#) tests for intoxication.
5. All employees participating in the traffic safety check point shall wear an approved reflective vest authorized by the Department.
6. After the traffic safety check point has commenced, all vehicles traveling through the location will be checked, keeping the delay of each driver to a minimum.
7. If traffic becomes congested or safety becomes a concern, the Shift Supervisor in charge may stop the traffic safety check point. If conditions improve within a reasonable amount of time, the Shift Supervisor in charge may restart the traffic safety check point.

D. Documentation

After completion of the traffic safety check point, the Shift Supervisor responsible for conducting the check point shall complete the remainder of the Traffic Safety Check Point Report and forward to the Special Operations Supervisor.

XI. **Traffic Direction**

Traffic control functions are performed by sworn employees and auxiliary personnel. All personnel should assess the scene of any location where traffic direction is necessary

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and request assistance, if additional personnel are needed for safety purposes.

A. Use of Reflective Clothing

All personnel will wear reflective clothing / vests for safety when directing or controlling traffic in the roadway. Other equipment may include:

1. Approved headgear;
2. Flashlight and traffic cone;
3. When practical, the police unit will be positioned in a safe place with blue lights activated to warn motorists of an adverse or potential hazard ahead.

B. Manual Traffic Direction and Control

The following methods of hand and arm signals shall be used for manual traffic control:

1. Stopping Traffic

To stop traffic, the Officer should:

- a. Look directly at the person to be stopped until eye contact is made; and
- b. Raise his / her hand at the wrist so that the palm is toward the person to be stopped.

2. Starting Traffic

To start traffic, the Officer should:

- a. Look directly at the person to be started until eye contact is made; and
- b. With palm up, the arm is swung through a vertical semi-circle until the hand is adjacent to the chin. This gesture is repeated until traffic begins to move.

3. Signaling Aids

- a. The whistle, if used, is to get the attention of drivers and pedestrians. It is used as follows:
 - (1) One long blast with a "stop" arm signal.
 - (2) Two short blasts with the "go" arm signal.

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- (3) Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal.

- b. The flashlight can be used to halt traffic. To stop traffic, slowly swing the beam of light across the path of oncoming traffic. The orange traffic cone shall be attached to the end of the flashlight when directing traffic. After the driver has stopped, arm signals may be given in the usual manner with the vehicle's headlights providing illumination.

C. Traffic Direction at Collision Scenes

1. Minor traffic collisions requiring a report usually do not present a major problem relative to traffic direction. In these cases, the Officer should note the position of each vehicle and other relevant physical evidence and have the vehicles moved to a safe location, restoring traffic flow, and then complete the ~~report~~-investigation.
2. In serious collisions requiring a thorough investigation, the scene may need protection for an extended period. In these cases, the Officer should:
 - a. Summon sufficient manpower to handle traffic direction responsibilities.
 - b. Utilize sufficient equipment to protect the scene (barricades, traffic cones, etc.).
 - c. Detour traffic as necessary.
 - d. Contact Traffic Enforcement Unit Investigator, if needed.
 - e. Give priority attention to collecting the information necessary at the scene to facilitate restoring normal flow of traffic.
 - f. Restore the scene to a safe condition (request the replacement of signs, signals, utility poles, etc.).
 - g. Continue traffic direction duties until traffic flow is normal.

D. Traffic Direction and Control at Fire Scenes and other Critical Incidents

1. Officers directing traffic at fire scenes and other critical incidents will ensure that all private vehicles are well clear of the emergency scene and are not obstructing emergency vehicles or other traffic.
2. Officers should follow these procedures when directing traffic at a fire scene:

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- a. Summon sufficient manpower to handle traffic direction and pedestrian control responsibilities.
- b. Utilize sufficient equipment to protect the scene (barricades, cones, etc.);
- c. Detour traffic as necessary;
- d. Restore traffic flow;
- e. Continue traffic direction duties until fire scene is cleared.

No vehicle will be allowed to cross fire hoses without the approval of the senior on-scene fire official. (O.C.G.A. 40-6-248)

E. Traffic Control during Adverse Road and Weather Conditions

1. Officers may be required to perform traffic direction and control duties when adverse or hazardous road or weather conditions exist. Examples of such conditions include:
 - a. Bad weather occurrences, such as fog, snow or ice on the roadway, flooding, etc.
 - b. Accidental hazards, such as downed trees, debris in the roadway, etc.
 - c. Engineering hazards, such as road construction, traffic light repair, downed power lines, etc.
2. When adverse conditions exist, the Officer shall:
 - a. Notify dispatch of the situation and ensure that appropriate agencies are notified (GDOT, Public Works, Utilities).
 - b. Determine what traffic control measures should be taken, to include manual control or the use of temporary traffic control devices, and implement those measures.

F. Traffic Control Devices

On occasion, Officers must manually operate traffic control signal lights, normally to either attempt to recycle a signal light or to place the signal lights on flash or blink. Officers shall manually control traffic control signal devices in the following situations:

1. When traffic light malfunctions
2. To facilitate movement at traffic accidents or other emergencies

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3. To provide a thoroughfare for a motorcade, funeral procession, etc.
4. To alleviate congestion during planned special events

G. **Use of Traffic Control Devices**

1. Temporary traffic control devices, such as cones, signs, emergency flashers, barricades, etc., may be obtained from Public Works or Dalton Police Department cone and barricade storage ~~trailer~~ areas. These devices shall be utilized when necessary at a special event or an emergency scene. The Shift Supervisor shall have the authority to request these devices and determine the location for using them.
2. Temporary devices will be removed by police personnel when the event or emergency situation is over and will be returned to Public Works or the Dalton Police Department.

XII. **Hazardous Roadway Conditions**

- A. When a roadway hazard is identified ~~which~~ that requires immediate correction, Officers shall notify dispatch of the hazard. Officers may be able to remove some hazards, such as tree limbs or other small debris. Other hazards may require Officers to remain on scene until other corrective actions may be taken.
- B. When a roadway hazard is identified ~~which~~ that is not an immediate threat, such as pot holes or obscured traffic signs, Officers shall notify dispatch so the appropriate agency can be notified.

XIII. **Traffic Engineering**

Collision investigations, citizen complaints / suggestions, and Officers' observations may reveal engineering deficiencies, which contribute to hazardous traffic conditions.

- A. Officers receiving such information shall notify the Traffic Enforcement Unit.
- B. The Traffic Enforcement Unit, in coordination with the ~~Patrol Division Secretary~~ Special Operations Supervisor, shall act as liaisons with the Public Works Department and State Highway Department to assist in identifying traffic engineering deficiencies and providing collision and enforcement data as needed.

XIV. **Assisting Motorists**

Officers will, at all times, assist and protect citizens and motorists that are in need upon any street or highway. When an Officer observes a stranded motorist, he / she will stop and ascertain what assistance, if any, is required. The Officer shall take whatever action is appropriate to include, but not limited to:

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- A. If the vehicle is disabled upon the roadway and can be pushed to a safe location off the roadway, the Officer will help the person move the vehicle.
- B. If the vehicle has a mechanical failure and cannot be moved from the roadway, the Officer shall arrange to have the vehicle towed, either by owner's requested wrecker service or the "list" wrecker service.
- C. Transport the motorist to the Police Services Center department or any other nearby place of safety.
- D. Relay the motorist's request to dispatch if they need a phone call made to obtain assistance.
- E. Upon the discovery of an emergency, the Officer will immediately notify dispatch and request the proper assistance (ie. EMS, Fire Department, Public Works Department, etc.). Officers will provide dispatch with the nature of the emergency, the apparent condition of any victim(s), and any other pertinent information. After notifying the dispatcher, the Officer will render whatever aid is practical.

In the event a disabled motorist is observed by an Officer on or en route to a call, dispatch will be notified of the motorist's location so another Officer can be dispatched to the location.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date January 27, 2004	Number GO04-5.2
Subject Less Lethal Weapons			
Reference		Revised April 25, 2017 <u>April 23, 2019</u>	
Distribution All Personnel	Re-evaluation Date April 25, 2019 <u>April 2021</u>		No. Pages 6

I. Policy

It is the policy of this Department to use only that level of force reasonably necessary to control or otherwise subdue individuals and only carry less lethal weapons authorized by the agency.

II. Definition

Less Lethal Weapons or Force - the use of any weapon or instrument, or any physical action taken by an Officer which is not likely to cause death.

III. Types of weapons and their use

Prior to an Officer carrying a weapon, it shall be reviewed, inspected, and approved by a qualified weapons instructor. The Officer shall also be issued a copy of and instructed on the policies that pertain to that weapon. This shall be documented and forwarded to the training coordinator. Officers shall also show proficiency in the use of a weapon prior to being approved to carry it.

A. Oleoresin capsicum (O.C.) spray), with 10% pepper solution, as issued by the Department, is an appropriate less lethal weapon which can be effectively used in situations falling between physical strength (hands, fists, feet) and impact tool to control persons who demonstrate they intend to do violence to an Officer or third party. It is to be used to avoid physical combat and possible injury to an Officer and / or suspect by making it difficult or impossible, for an otherwise violent person, to fight effectively.

1. All persons sprayed or exposed to O.C. spray shall be provided with a list of instructions on decontamination (see Appendix A).
2. Officers are only authorized to carry and use O.C. spray issued by the Department.
3. O.C. spray is not to be used against persons who are offering passive resistance.

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4. Reporting requirements
 - a. A Supervisory Use of Force Review shall be completed anytime O.C. spray is used, except in training.
 - b. Document the circumstances which led to O.C. spray's use, as well as aftercare provided, in the [Supervisory](#) Use of Force Review.
 5. Issuance
 - a. O.C. spray shall not be used until an Officer has read and understands this directive.
 - b. Training and certification are required prior to issuance
 - c. Only water based O.C. spray will be issued.
- B. Officers are authorized to carry the Department issued impact tool, the ASP collapsible baton. (See Appendix B)
1. The impact tool is generally used against an aggressive, unarmed suspect or when lesser levels of control have failed or have been determined by the Officer to be inadequate.
 2. The impact tool, when properly used, is capable of delivering extremely powerful blows to stun and incapacitate an aggressive opponent. It is also capable of delivering lethal or permanently disabling blows. Blows to the head, throat, side of the neck, armpit, or chest cavity must be avoided, whenever possible.
 3. Officers will carry only impact tools authorized by the Department or ASP. Only those Officers trained and / or certified will be authorized to use impact tools.
 4. Reporting requirements
 - a. A Supervisory Use of Force Review shall be completed anytime the ASP is used, except in training.
 - b. Document the circumstances which led to the ASP use, as well as aftercare provided, in the [Supervisory](#) Use of Force Review.
- C. The 12 gauge less lethal shotgun is a shoulder-mounted weapon capable of firing a projectile to immobilize a suspect by means of pain compliance. Its use can assist an Officer in the protection of life and property and / or the restoration of order. The less lethal shotgun shall be considered whenever the use of less lethal options would assist in an arrest, restoring order, and / or reducing the risk of a more serious injury.
1. Deployment:

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- a. The less lethal 12 gauge shotgun will primarily be used by Supervisory personnel with the rank of Sergeant or above.
- b. Must be used in accordance with agency training and manufacturers' instructions.
- c. May be used in emergencies that require deployment of personnel in dangerous situations or as considered alternative to the use of more lethal force.
- d. Normally used in planned assaults, which require the temporary disabling of target individuals, or facilitate maneuver or capture.
- e. Only personnel trained in the use of the less lethal 12 gauge shotgun shall expend this device.
- f. Officers assigned to deliver these rounds should be backed up by other Officers armed with Departmental approved firearm(s).
- g. Emergency medical (first aid) trained Officers or medical personnel will assist after the deployment of the weapon to provide emergency first aid, if applicable.

2. Reporting:

- a. After using a 12 gauge less lethal shotgun in tactical incidents, an incident report will be completed that includes:
 - i. The name of the Supervisor using the less lethal shotgun 12 gauge or authorizing the use of the weapon;
 - ii. Identification of Officer(s) deploying the weapon;
 - iii. Number of rounds expended;
 - iv. Effects on targeted person(s) and injuries;
 - v. Any collateral or unintended injury or damage;
 - vi. A Supervisory Use of Force Review will be completed, with including any medical report attached.

IV. **Unsafe Weapons**

If a weapon is determined to be unsafe or unserviceable, the Officer will notify his / her Supervisor of the deficiency. If another weapon is available, the Officer will be issued a replacement weapon after it has been reviewed, inspected, and approved by a qualified weapons instructor. If there is not a replacement available, the Supervisor will make a determination if the Officer can continue to work in a sworn capacity without the weapon. The Officer will be issued a replacement weapon as soon as a qualified weapon becomes available.

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V. **Safety Considerations**

- A. Officers are prohibited from loaning Department less lethal weapons to another person.
- B. Officers, to whom a Department less lethal weapon is issued, are responsible for the safety and security of the weapon while in Officers' possession.
- C. Officers should secure their Department issued less lethal weapons out of the reach of children and others not familiar with the use and danger of the weapons to prevent possible injury to family members and others.
- D. Officers should be aware of the great burden of responsibility and liability that accompany the issuance of a Departmental less lethal weapons.

VI. **Training**

All Officers shall receive refresher and / or in-service training at least annually concerning less lethal weapons that they are authorized to use. This training will require the Officer to demonstrate proficiency with all less lethal weapons they are authorized to carry. This training will be conducted by a certified weapons instructor and documented in the Officer's training file.

If an Officer fails to demonstrate proficiency with any less lethal weapon, the Officer shall not be authorized to carry the weapon until remedial training is completed and proficiency achieved. The training coordinator shall contact the Officer to arrange for remedial training as outlined in GO88-2.11, Training.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

RESTRICTED LAW ENFORCEMENT DATA

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DALTON POLICE DEPARTMENT

		Effective Date November 23, 2010	Number GO10-5.3
Subject Electronic Control Devices			
Reference		Revised April 25, 2017 <u>April 23, 2019</u>	
Distribution All Personnel	Re-evaluation Date April 25, 2019 <u>April 2021</u>		No. Pages 7

I. Policy

It is the policy of this Department to use only that level of force reasonably necessary to control or otherwise subdue individuals and only carry electronic control devices authorized by the agency.

II. Definition

TASER - A device which is designed to temporarily incapacitate a subject by delivering electronic pulses to the person.

III. Types of Authorized Electronic Control Devices and their use

- A. The ~~M26 and~~ X26 Advanced TASERs ~~are~~ is a hand held battery operated units designed to immobilize a suspect by means of an electrical current. The TASER may be used when a subject is displaying active, aggressive or aggravated aggressive resistance to an Officer attempting to conduct legal law enforcement activities. Deployment of the TASER will be evaluated using the criteria in this directive. Officers must assess the effectiveness of each application and determine whether further applications are warranted or a different tactic should be employed. The decision to use the TASER will be dependent upon the actions of the subject, the threat facing the Officer, and the totality of circumstances surrounding the incident.
1. A Department issued TASER device may only be utilized by Officers that have successfully completed the Department approved training in its use, taught by a certified instructor (See Appendix A). During the training, Officers shall be required to show proficiency with the Taser prior to being approved to carry it.
 2. Uniformed Officers carrying the TASER shall carry it in a Department approved holster. The holster will be carried on the duty belt, on the side opposite the duty firearm, in a cross draw position. Non-Uniformed Officers carrying the TASER shall carry it in a Department approved holster. The holster will be carried in a cross draw position, on the side opposite the duty firearm.

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3. The TASER shall be carried fully armed with the safety on in preparation for immediate use.
- ~~4. Officers approved to use the TASER shall be issued a minimum of one spare cartridge as a back up in case of cartridge failure, the need for reapplication, or in case the first cartridge's leads break during engagement. The spare cartridges shall be stored and carried in a manner consistent with training and the cartridges replaced consistent with the manufacturer's expiration requirements.~~
4. Officers approved to use the TASER shall be issued two cartridges. The TASER X2 is designed to load two cartridges at once. If the first cartridge's leads break during engagement, the probes miss their target, or there are multiple subjects, the second cartridge may be deployed.
5. Only agency approved battery power sources shall be used in the TASER.
6. The TASER should be inspected and checked prior to each tour of duty.
7. The TASER shall be pointed at the ground in a safe direction with the safety on during loading, unloading, or when handled, ~~in~~ other than ~~in~~ an operational deployment.
8. A Supervisory Use of Force Review shall be completed anytime a TASER is deployed at a subject, except in training. The review shall contain at a minimum:
 - a. The Officer's approximation of the range at which the unit was employed
 - b. The point(s) of impact on the subject
 - c. The number of five-second cycles used
 - d. The type of clothing the probes encountered
 - e. The serial number of the TASER used
 - f. The serial number of the cartridge used
 - g. The type of discharge (probe, drive stun, or both)
 - h. Evaluation of the effectiveness of the device
 - i. After-discharge actions taken by the Officer(s)
 - j. Any injuries that the Officer is aware suffered by himself / herself and / or the subject as a result of the use of the device

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A Supervisory Use of Force Review shall also be completed anytime a TASER is pointed at a subject. The review shall include the same information as above, when applicable.

9. An unintentional discharge of the TASER will be reported to a Supervisor immediately, and a report of the incident shall be made within twenty-four (24) hours.
 - a. After the unintentional discharge, the Officer will turn-in the weapon to his/her supervisor and is not authorized to carry the weapon until demonstrating proficiency during documented remedial training conducted by a certified TASER instructor.
 - b. After completing the documented remedial training, the documentation shall be forwarded to the Training Officer to be filed in the Officer's training file.
10. The TASER may only be used under the following circumstances:
 - a. To overcome violent or assaultive behavior or its threat;
 - b. To control persons in order to prevent them from harming themselves or others.
11. Use of the TASER under the following circumstances is prohibited, unless exigent circumstances are present:
 - a. Against handcuffed subjects
 - b. Against subjects fleeing on foot
 - c. At or from a moving vehicle
 - d. Against subjects known to be pregnant
 - e. Against children under fourteen (14) years of age and / or weighing less than ninety (90) pounds
 - f. Against subjects who are visibly elderly or physically disabled and / or suffering from a debilitating illness
 - g. Against subjects with known neuromuscular disorders such as muscular sclerosis, muscular dystrophy, or epilepsy
 - h. In a situation where deadly force is clearly justifiable, unless another Officer is present and capable of providing deadly force to protect the Officers and / or civilians as necessary
12. The TASER will not be used under the following circumstances:
 - a. For coercion or intimidation

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- b. To escort or prod subjects
 - c. To awaken unconscious or intoxicated subjects
 - d. Against subjects who are offering only passive resistance
 - e. When the Officer knows the subject has come in contact with flammable liquids or is in a flammable atmosphere
 - f. When the subject is in a position where a fall may cause substantial injury or death
13. Additional Safety Considerations:
- a. Officers are prohibited from the loaning of a Department TASER to another person.
 - b. Officers to whom a Department TASER is issued are responsible for the safety and security of the TASER while in Officers' possession.
 - c. Officers should secure his / her Department issued TASER out of the reach of children and others not familiar with the use and danger of a TASER to prevent possible injury to family members and others.
 - d. Officers should be aware that a great burden of responsibility and liability ~~that~~ accompany~~ies~~ the issuance of a Department~~al~~ TASER.
14. In preparation of firing, when reasonable, the TASER shall be pointed in a safe direction, taken off safe and then aimed. Center mass of the subject's back is the primary aiming point. Low center mass of the subject's torso, below the chest, or his / her legs are the secondary targets.
15. Prior to use, when practical, a warning to the subject and other Officers should be given.
16. Fixed sights should be used as the primary aiming device and the laser dot(s) as the secondary aiming device.
17. TASER probes may not be intentionally fired at the face, head, neck, or groin, unless the use of deadly force would be justified.
18. Use of the "Drive Stun" is discouraged, except in situations where the "probe" deployment is not possible. If initial application is ineffective, the Officer will reassess the situation and consider other available options.
19. Officers should not intentionally activate more than one TASER at a time against a subject.

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20. All subjects who have been exposed to a TASER application should receive a medical evaluation by emergency medical responders in the field or at a medical facility. Subjects who have been exposed to prolonged application, more than fifteen (15) seconds, should be transported to the emergency room for evaluation. Personnel conducting the evaluation should be made aware that the suspect has experienced prolonged TASER application.
21. If the TASER probes have penetrated the skin in a sensitive area (head, neck, groin, or breast of a female) or the Officers have difficulty removing the probes (i.e. probe/barb separation), the subject will be transported to ~~an~~ the emergency room or other medical facility to have the probes removed. If the probes are embedded in non-sensitive areas, a trained Officer may remove them.
22. All subjects who have received a TASER application should be monitored regularly while in custody, even if they received medical care.
23. After the TASER is used, probes should be removed from the suspect as soon as possible, after the ~~suspect~~ subject is handcuffed.
 - a. If there is an indication that there is serious injury or any complications, EMS should be called to the scene before the probes are removed.
 - b. Photographs of the affected area should be taken after the TASER is used, with the subject's consent.
24. Jail / Detention personnel shall be notified at the time of booking that the subject has been ~~exposed to a stunned-with~~ TASER application, ~~whether through probes deployment or received a direct drive~~ stun.
25. A TASER may also be effective against aggressive animals. The same reporting protocols shall be followed when a TASER is deployed on an animal.
26. When the TASER has been used operationally, the Officer will collect the air cartridge, wire leads, darts, and AFID tags as evidence and process ~~it~~ them as such.
27. Supervisors should respond to all incident scenes where a TASER was deployed and conduct a Supervisory Use of Force Review.
28. Supervisors shall also:
 - a. Download the data record of the TASER prior to the end of the shift in which a reported use of TASER incident occurs, and save the data to the appropriate file.

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- b. Download the data record of each TASER under their command annually, regardless of reported use.
- c. The downloaded data shall be tabulated and a summary prepared for inclusion in the Department annual use of force report.

B. Unsafe TASERS

If a TASER is determined to be unsafe or unserviceable, the Officer will notify his / her Supervisor of the deficiency. If another TASER is available, the Officer will be issued a replacement weapon after it has been reviewed, inspected, and approved by a qualified weapons instructor. If there is not a replacement available, the Supervisor will make a determination if the Officer can continue to work in a sworn capacity without the TASER. The Supervisor has the authority to allow the Officer to borrow an operable TASER from another Officer / Supervisor until one becomes available. The Officer will be issued a replacement TASER as soon as one becomes available.

IV. Training

Prior to an Officer carrying an ECD, it shall be reviewed, inspected, and approved by a qualified weapons instructor. The Officer shall also be issued a copy of, and instructed on, the policies that pertain to the ECD. This shall be documented and forwarded to the Training ~~Coordinator~~-Officer.

All Officers that carry an ECD shall receive refresher and / or in-service training at least annually. This training will be provided by a certified ECD instructor and will be documented in the Officers' training file. The training will require the Officer to demonstrate proficiency with the ECD.

If an Officer fails to demonstrate proficiency with the ECD, the Officer shall not be authorized to carry the ECD until remedial training is completed and proficiency achieved. The Training ~~Coordinator~~-Officer shall contact the officer to arrange for remedial training, as outlined in GO88-2.11, Training.

This policy supersedes any previous policies issued.

BY ORDER OF

CHIEF OF POLICE

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Appendix A

Dalton Police Department Specifications for Issued Electronic Control Devices and Cartridges

Item: ~~M26~~ and X26 Advanced Taser

Description: A hand-held, battery operated, electronic control device designed to temporarily incapacitate a subject by delivering electronic pulses to the person.

Item: ~~M26~~ and X26 Advanced Taser Cartridges

Description: A 21 ft or 25 ft cartridge manufactured by TASER International and designed for use with the ~~M26~~ and X26 Advanced Tasers.

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DALTON POLICE DEPARTMENT

		Effective Date	Number
		April 24, 2012	GO12-6.3
Subject All Hazard Plan			
Reference		Revised	
		September 26, 2017 April 23, 2019	
Distribution		Re-evaluation Date	No. Pages
All Personnel		September 26, 2019 April 2021	23

I. Policy

It is the policy of the Dalton Police Department to be prepared use the National Incident Management System and the Incident Command System model of response for command and control of incidents such as natural and man-made disasters, pandemics, civil disturbances, mass arrest, bomb threats, hostage / barricaded persons situations, acts of terrorism, and other unusual incidents. In addition the NIMS / ICS will be used for all planned events.

II. Purpose

The purpose of this policy is to provide planning, response, and initiatives, and to expedite the mobilization of Department personnel in an effective and efficient manner to those incidents and disasters that are considered extremely unusual in the range of ordinary human experiences. A disaster and critical incident include but are not limited to:

Natural Disasters – Earthquake, flooding, severe weather, and large scale fires

Man-made Disasters – Mass transportation accidents, hazardous materials accident, explosions, terrorism/ weapons of mass destructions, violence at educational facilities, bomb threats, civil disturbance, hostage situation, barricade person, and other unusual incidents

Pandemics – an epidemic of infectious disease that is spreading through human populations across a large region

III. Definitions

- A. *Agency Representative* – An individual assigned to an incident from an assisting or cooperating agency who has the authority to make decisions about that agency's participation.
- B. *Area Command* – The purpose of Area Command is to oversee the management of multiple incidents each being handled by a separate NIMS / ICS organization or to oversee the management of a very large or complex incident that has multiple incident management teams engaged. Area Command becomes Unified Area Command when incidents are multi-jurisdictional.

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6. If possible, searchers shall be paired in teams to ensure a thorough search is made. A room search plan will also ensure thoroughness and minimize confusion and duplication.
7. If time is an element of the reported threat, search procedures should be discontinued 30 minutes prior to the reported time of detonation and not be resumed until one hour thereafter.
8. If the building or area searched fails to disclose any suspected items, the responsibility of returning persons to the area shall be up to facility management.
9. The area within 500 yards of the suspected device shall be evacuated and the scene completely secured.
10. Incident Commander will make adjustments of personnel after conferring with members of the bomb disposal unit.
11. If an explosion does occur, the Incident Commander shall ensure additional resources are requested as needed.
12. Immediately after an explosion, only personnel necessary to care for the injured will be allowed inside the perimeter due to the possibility of a secondary device.

D. Search Team Equipment

Field Supervisors shall make sure that necessary equipment is available to be used in search team operations.

E. Post Occurrence Duties

The Incident Commander, or his / her designee, shall ensure that any applicable post-occurrence duties are completed, as outlined in section "XX" of this directive.

XVIII. **Hostage / Barricaded Person**

The ultimate goal in a hostage situation is to trade the safe release of hostages in return for the safe surrender of the hostage-taker(s). In a barricaded person incident, it is the safe capture or surrender of the barricaded person.

A. Guidelines

1. All Officers need to have a basic knowledge of hostage / barricaded person incidents and negotiation techniques, as specialists will not always be available.
2. Until relieved, the senior Officer at the scene will assume command of the incident.

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3. No Officer shall commence an offensive action against the hostage-taker / barricaded person unless at least one of the following conditions exists:
 - a. Directed to do so by the Commander on the scene, or his / her designee.
 - b. There are clear and articulable circumstances that lead the Officer to believe his / her life or that of an innocent third party (hostage, for example) is in imminent danger and no other option is available.
4. Every means possible shall be used to prevent the incident from going mobile - containment is the primary initial objective.
5. The Incident Commander will create an open line of communication between tactical units, hostage negotiation personnel, and the command post to ensure all units are aware of the status of negotiations and status of tactical personnel. The Incident Commander retains the authority to determine when to commence an offensive action.

B. Patrol Response

1. ~~If the suspect physically controls the scene and victims:~~ In all situations:
 - a. Contain the scene
 - b. Establish communication with hostage-taker
 - c. Obtain as much information as possible
 - d. Set the stage for further negotiations
 - e. Consume as much time as possible
 - f. Advise Whitfield County 911 to dispatch fire and ambulance units at a safe distance near the scene.
2. Direct and immediate intervention is only authorized when:
 - a. Suspect does not physically control scene and victims
 - b. Hostages have already been killed, and others' lives are in imminent danger
 - c. There is clear opportunity, minimal risk, and high probability of success in resolving incident
3. First Responding Officer's Duties
 - a. Notify Whitfield County 911 that hostage / barricaded person situation exists, what the location is, request back-up and a

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Supervisor, and advise of approaches (streets / areas) which may be unsafe.

- b. Implement ICS
- c. Contain the scene
- d. Assist injured persons and evacuate them
- e. Evacuate bystanders, but detain witnesses for debriefing
- f. Take a cover position and await back-up if necessary
- g. Keep the situation from escalating or going mobile if at all possible

4. First ~~Patrol~~ Supervisor on-the-scene

- a. If not already, implement ICS
- b. Assess the situation
- c. Contain the scene if not already accomplished
- d. Determine manpower requirements and request more personnel if needed
- e. Establish and maintain inner and outer perimeters.

The inner perimeter should confine and contain the suspect(s) to the immediate area of the incident.

The outer perimeter should be set up beyond the line of sight of the incident location. Outer perimeter personnel shall prohibit unauthorized access to the area and shall contain the perimeter. Outer perimeter personnel shall maintain traffic flow around the outer perimeter and will convert to a pursuit and control function should the situation become mobile. The outer perimeter units will control the travel routes if the scene becomes mobile. Unmarked police vehicles will be responsible for surveillance if needed.

- f. Establish an Incident Command Post. It should be set outside the inner perimeter and inside the outer perimeter. It should also be out of view of the incident scene.
- g. Evacuate the area if not already accomplished
- h. Request a hostage negotiator be en route to the scene
- i. Advise Whitfield County 911 to notify the Patrol Division Commander

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